



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/dlw

31 October 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 119-12(E)/CAP 102-12(E) -- Add Language
 Reminding Travelers to be Careful Stewards of GOV'T Funds

1. SYNOPSIS: This item adds language to the JFTR/JTR reminding travelers to act as careful stewards when expending GOV'T funds.
2. These changes are scheduled to appear in JFTR change 312, and JTR change 566, dated 1 December 2012.
3. This determination is *effective on 1 November 2012*.

//Approved//

PHILIP G. BENJAMIN

Chief, Strategic Planning and Policy Division

Attachment:

Rev 3

Uniformed E-Mail Distribution:

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JFTR REVISIONS

U2000:

****NOTE:** While requirements for additional receipts are discouraged; travelers are advised to retain ALL receipts for tax purposes or in the event questions arise about expenses (e.g., laundry/dry cleaning and taxi expenses that seem excessive and/or inappropriate to the AO and which the AO, as a certifying officer, can decline based on finance regulations to pay unless convinced of their validity). If a receipt is impracticable to obtain or it has been inadvertently lost/ destroyed, a written statement, acceptable to the AO explaining the circumstances, must be furnished.*

*A. General. A traveler must exercise the same care and regard for incurring GOV'T paid expenses as would a prudent person traveling at personal expense ([CBCA 2852-TRAV, 28 August 2012](#)).

*B. Circumstances. The following circumstances include, but are not limited to, opportunities for travelers and commands to be good stewards of GOV'T funds and exercise prudence in travel. Travelers and commands must consider the following for use when appropriate without disrupting the mission:

1. Use of the least expensive transportation mode to and from a transportation terminal;
2. Use of the least expensive parking (ordinarily the long term lot) when POC parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available);
3. Use of the least expensive public transportation in and around the TDY site (i.e., subway/streetcar/bus) in lieu of taxi;
4. Use of the least expensive authorized/approved Special Conveyance/Rental Vehicle (both in terms of using the 'standard' compact size and the least expensive vendor); and
5. Scheduling travel as far in advance as possible to take advantage of the best offered fare/rate (e.g., such as a -CA airfare in lieu of a YCA airfare).

*C. Receipts. For DoD Services, IAW [DoDFMR 7000.14-R, Volume 9](#), a traveler must maintain records/receipts for:

1. Individual expenses of \$75 or more, and
2. All lodging costs (except when authorized a flat rate 55% contingency per diem, par. U4105-I4).

Non-DoD Services must establish their own criteria for records/receipts maintenance by travelers.

*D. Traveler's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

U3030-B:

B. Factors. Consideration should be given to all of the following:

1. Duty hours;
2. Duty requirements;

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(10/31/12)

3. Lodging availability at origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling travel for a departure to enable an en route rest stop or an overnight rest period at the destination;
- *9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange economy/coach accommodations;
10. Carefully reviewing requests for first and business-class to determine if mission needs may allow for a change in travel dates to support a lower class accommodation; and
- *11. Scheduling travel as early as possible to take advantage of the best offered fare/rate (e.g., such as a –CA airfare in lieu of a YCA airfare).

U3100-A:

A. General

1. This par. Prescribes transportation authority for:
 - a. Accompanied baggage transported free on a transportation ticket, and
 - b. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.
2. See APP A for definitions of BAGGAGE and BAGGAGE, ACCOMPANIED.
3. Rules governing accompanied baggage allowances, and charges for excess accompanied baggage are outlined in the carrier's tariff.
- *4. A traveler should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed, and/or waived service charges for accompanied baggage. Baggage allowance policy links for airlines that are part of GSA's City Pair Program (CPP) may be found at <http://www.gsa.gov/portal/content/103882>.
5. Allowances for free checkable accompanied baggage are in addition to the HHG weight allowances.
6. See par. U1300-D for lost, delayed, or damaged accompanied baggage claims.
7. See APP G for reimbursement of charges for baggage transferring, storing, checking, and handling.

U3300:

****NOTE: The traveler and command must adhere to the prudent traveler rules for GOV'T funded official travel. See par. U2000 (CBCA 2852-TRAV, 28 August 2012).***

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(10/31/12)

- A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.
- B. Local Travel Transportation Expenses. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.
- C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

JTR REVISIONS

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