



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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PDTATAC/hm

5 October 2012

MEMORANDUM FOR      SEE DISTRIBUTION

SUBJECT:                      UTD/CTD for MAP 135-12(I)/CAP 117-12(I) -- APP G Updates

1. **SYNOPSIS:** Updates JFTR/JTR references and provides additional guidance when miscellaneous expenses are reimbursable.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by the Staff.
4. These changes are scheduled to appear in JFTR change 312, and JTR change 566, dated 1 December 2012.
5. Revisions in this information item are *effective 5 October 2012*.

*//approved//*

**W. B. TIRRELL, SR.**

Chief, Policy and Regulations Branch

Attachment:

Rev 1

**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/JTR REVISIONS

### APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. *Incidental Expenses (defined as part of per diem in APP A1) are different than these expenses.* Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

\*B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR/JTR, Chs 3, Parts D.

C. Voucher Submission. [DoDFMR, Vol. 9, Travel Policy and Procedures](http://www.dtic.mil/comptroller/fmr/) at <http://www.dtic.mil/comptroller/fmr/> prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Reimbursable Expenses Table. A traveler is authorized certain necessary travel and transportation-related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<u>ATM Use (Civilian Employee)</u> .*****			X	X
<u>ATM Use (Uniformed Member)</u> .*****	X	X		
<u>*Baggage, Excess Accompanied (Transportation Cost)</u> . *****	X	X	X	X
<u>*Baggage Expenses</u> . *****	X	X	X	X
<u>*Baggage Handling Tips</u> . *****	X	X	X	X
<u>Birth Certificate</u> . *****	X	X	X	X
<u>Carrier Terminal Fees</u> . *****	X	X	X	X
<u>Cell Phone Use</u> . *****		X		X
<u>Check Cashing</u> . *****	X	X	X	X
<u>*Check Costs</u> . The cost of no-load electronic financial cards, traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X
<u>Clerical Assistance</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Communication Services</u> . *****		X		X
<u>Computer Connections</u> . *****		X		X
<u>*Conveyance Costs</u> . Public or special conveyance costs to and from the transportation terminal. JFTR/JTR, Chs 3, Part D.	X	X	X	X
<u>Currency Conversion Fees</u> . *****	X	X	X	X
<u>Conveyance, Government</u> . *****		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<u>Disease Prevention Measures.</u> *****	X	X	X	X
<u>Driver (Vehicle) Services.</u> *****		X		X
Energy Surcharge Fees *****	X	X	X	X
<u>Green Card</u> *****				
<u>GTCC</u> *****		X		X
<u>Guide Services.</u> *****		X		X
<u>Insurance, Driving-Related.</u> *****		X		X
<u>Interpreter Services.</u> *****		X		X
<u>Laundry/Drv-Cleaning Expenses (Civilian Employee Only)</u> ****			X	X
<u>Laundry/Drv-Cleaning Expenses (Uniformed Member Only)</u> *****		X		
<u>Legal Service Fees.</u> *****				
<u>License/Permit, International Driver's</u> *****	X	X	X	X
<u>Lodging, Dual.</u> *****		X		X
<u>Lodging Fees/Davtime Lodging Charges.</u> *****		X		X
<u>Lodging, Mandatory Fees/Charges.</u> *****		X		X
<u>Lodging Reimbursement while on Leave (Uniformed Member Only).</u> *****		X		
<u>Lodging Tax</u> *****	X	X	X	X
<u>Medical Fees.</u> *****				
<b>*Mission-Related Expenses.</b> Mission-related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic ticket fines, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items. <i>See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.</i>				
<b><u>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</u></b> *****		X		X
<u>Packer Services.</u> *****		X		X
<u>Paper Tickets.</u> *****	X	X	X	X
<b>*Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U4925 and JTR, par. C4760.		X		X
<b>*Passport, Visa, 'Green Card', Photographs, Physical Exams, and Legal Services.</b>	X	X	X	X
1. <u>Reimbursement Eligibility</u>				
a. <u>General.</u> Reimbursement is authorized for a:				
(1) Member,				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>(2) Employee, and</p> <p>(3) Dependent (member's and/or employee's), <del>and</del>.</p> <p>b. <b>Uniformed Member.</b> Reimbursement authority is for a member who is:</p> <p>(1) Assigned to a foreign OCONUS area,</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or</p> <p>*3) Emergency Technical Support Personnel. See item 5 below.</p> <p>c. <b>Civilian Employee.</b> Reimbursement authority is for an employee who is:</p> <p>(1) A U.S. citizen (required when serving under a transportation or renewal agreement in a foreign country, but not for TDY or a dependent.)</p> <p>(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,</p> <p>(3) Serving under a service or renewal agreement, and</p> <p>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</p> <p>*5) Emergency Technical Support Personnel. See item 5 below.</p> <p>d. <b>Dependent</b> (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <p>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.</p> <p>2. <b>Acquired Dependent (Uniformed Member Only).</b> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <b>Biometric Fees.</b> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <b>Dependent Fee.</b> Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <b>Emergency Technical Support Personnel.</b> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan).</p> <p>*6. <b>Visa, Green card, and Photograph Fee for OCONUS Travel.</b> These fees are reimbursable ICW official travel. A 'Green Card' is officially known as a U.S. Permanent Resident Card (<a href="#">USCIS Form I-551</a>). A visa (non-immigrant or immigrant) is a stamp or impression placed on a page of a valid passport by a foreign consulate/embassy or U.S. GOV'T empowered to grant permission for the applicant to enter and remain in that country for a specific period of time.</p> <p>*7. <b>Legal Service Fees.</b> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. Reimbursement of legal service fees for acquired dependent(s), adoption, DHS/INS document processing fees, server fees, dependent custodial matters or fees for similar related circumstances are personal expenses to the individual which are not authorized.</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>8. <u>Medical Expenses</u>. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are <b>not</b> reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. <u>Passport Fees</u>. An official traveler ordinarily travels on a no-fee passport. The three types of <u>U.S. passports</u> are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a <u>regular fee passport</u>. <a href="http://www.state.gov/travelandbusiness/">http://www.state.gov/travelandbusiness/</a>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>10. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (<u>GSBCA 15435-RELO, 9 April 2001</u>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>*11. <u>Order for Visas and Physical Examinations</u>. An order should be issued to authorize/approve (JFTR/JTR, pars. U2210/C2210 and JTR, APP I2)) travel and transportation at GOV'T expense to:</p> <p>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <u>Travel Not Required</u>. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<b>*Personal Expenses</b> . <i>Personal expenses are NOT reimbursable</i> . These include batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic violation ticket fines, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. See <u>B-166411, 3 September 1975</u> ; <u>B-198823, 10 December 1980</u> ; and <u>B-198824, 23 January 1981</u> .				
<b><u>Pet Quarantine</u></b> . *****	X		X	
<b><u>Phone Calls (Official)</u></b> *****		X		X
<b><u>Physical Examination Fees</u></b> . *****				
<b><u>Prepaid Phone Cards/Cell Phones</u></b> . *****				
<b><u>Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked</u></b> . *****	X	X	X	X
<b><u>Privately Owned Conveyance (POC) Use on TDY</u></b> . *****		X		X
<b>*Registered Traveler Membership Fee</b> . Individual traveler membership in a registered and/or trusted traveler program is <b>NOT</b> a reimbursable expense per JFTR/JTR, pars. U1215/C1215. Use of GOV'T funds to obtain membership in such a program is <u>statutorily prohibited</u> by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.				
<b><u>Registration Fee</u></b> . *****		X		X
<b><u>Rental Car Reimbursable Expenses</u></b> . *****		X		X
<b><u>Reports/Correspondence Preparation Services</u></b> . *****		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b><u>Resort Fees.</u></b> *****	X	X	X	X
<b><u>Room Rental.</u></b> *****		X		X
<b><u>Service and Processing Fees.</u></b> *****	X	X	X	X
<b><u>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</u></b> *****		X		X
<b><u>*Storage of Property Used on Official Business.</u></b> *****		X		X
<b><u>*Technology Equipment.</u></b> Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized. <i>Purchased (as opposed to rental) technology equipment (e.g., laptop, computer peripherals or software) is not reimbursable. For example, reimbursement of rent (or lease) to own of technology equipment is not authorized.</i>		X		X
<b><u>*Tips Aboard Commercial Ships (Uniformed Member Only).</u></b> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X			
<b><u>*Tips for Handling GOV'T Property.</u></b> Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.		X		X
<b><u>*Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.</u></b> Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X	X	X	X
<b><u>*Transportation to/from Terminal.</u></b> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U4925 and JTR, par. C4760		X		X
<b><u>Travel and Transportation Related Expenses.</u></b> *****	X	X	X	X
<b><u>Value Added Tax (VAT) Certificate.</u></b> *****		X		X
<b><u>Visa and Photograph Fees for OCONUS Travel.</u></b> *****				