



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
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PDTATAC/tlw

2 November 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 147-10(I)/CAP 112-10(I) -- Currency Conversion Fees

1. **SYNOPSIS:** Clarifies that fees to convert currency are a reimbursable expense.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by PDTATAC Staff.
4. These changes are scheduled to appear in printed change number 289 of the JFTR, and change number 543 of the JTR, dated 1 January 2011.
5. Revisions in this information item are *effective 2 November 2010*.

WILLIAM B. TIRRELL, SR.
Chief, Regulations Branch

Attachment:
Rev 2

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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><u>Currency Conversion Fees</u></p> <p>1. <u>Reimbursable</u></p> <p>a. The fee charged ICW currency conversion, including cash conversions.</p> <p>b. The “international transaction fee” for official qualifying transactions charged by:</p> <p>(1) <u>GTCC</u>. This 1% charge is listed as a separate line item on the charge card billing statement.</p> <p>(2) <u>Other than GTCC</u>. When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this charge on a non-GTCC is reimbursable.</p> <p>2. <u>Not Reimbursable</u>. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). <i>NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.</i></p> <p>3. <u>Exchange Rates</u>. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.</p> <p>4. <u>Supplemental Vouchers</u>. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.</p>	X	X	X	X