



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/dlw

19 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 171-14(I)/CAP 171-14(I) – Correct Reference
and Update Appendices I and O

1. **SYNOPSIS:** This item corrects reference in JTR, par. 7115-E and removes reference to communications services in Appendix I4 and phone calls in Appendix O. Effective 1 October 2014, communication service expenses, including phone calls associated with official GOV'T business are considered to be mission-related expenses and are not reimbursable as a separate miscellaneous travel expense. (see APP A definition).
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in JTR change, dated 1 January 2015.
5. This determination is effective when printed in the JTR.

//Approved//

JOEL T. RIDENOUR
Chief, Policy and Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:

MAP Members P&R 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

JTR REVISIONS

7115-E:

*E. Other than Economy/Coach Accommodations. If other than economy-/coach-class accommodations are used, the requirements in par. 2110 must be met for full reimbursement.

App I4-A2, Item 16:

*o. RESERVED

App O, par. 4060:

*8. RESERVED*9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

The following pages are the same policy preceding this page but showing tracked changes.



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JTR REVISIONS

7115-E:

*E. Other than Economy/Coach Accommodations. If other than economy-/coach-class accommodations are used, the requirements in par. 2000 A22110 must be met for full reimbursement.

App I4-A2, Item 16:

*o. RESERVEDCommunication Services—~~Include the dollar amount/call for authorized calls home (App G).~~

App O, par. 4060:

~~*8. RESERVEDPhone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate (GSBCA 14554 TRAV. 18 August 1998).~~

*9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, ~~the phone calls authorized for reimbursement are in the Gov't's interest,~~ and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.