



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/hm

25 May 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 30-11(E)/CAP 31-11(E) -- Mandatory CTO Use

1. SYNOPSIS: Clarifies it is mandatory that all travelers use an available CTO or a GSA-contacted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel. Removes DODI 4500.42 per USD (AT&L) as authority effective May 2010 because the instruction has served its purpose and is no longer necessary.

2. These changes are scheduled to appear in JFTR change 295, and JTR change 549, dated 1 July 2011.

3. This determination is *effective on 25 May 2011*.

//approved//

DANE SWENSON

Chief, Enterprise Operations Division

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 Revisions:

Par. U3002

****NOTE 1: It is MANDATORY policy that all Armed Forces/Uniformed Services travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel.***

****NOTE 2. ********

A. *****

B. *****

C. *****

Par. U3110

****NOTE 1: It is MANDATORY policy that all Armed Services/Uniformed Services travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel. The payment options provided below should in no way be interpreted to suggest that use of other than the DTMO-contracted CTO (or GSA-contracted TMC) is authorized or encouraged. The payment options are provided for situations when the CTO (or a TMC) cannot be used. Par. U1055 applies to those who violate policy.***

NOTE 2 *****

A. *****

B. *****

C. *****

D. *****

E. *****

F. *****

Par. U3120

****A. CTO Use***

1. Mandatory Policy

****a. It is mandatory policy that all Armed Forces/Uniformed Services travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all***

official transportation requirements, except when authorized IAW par. U3110. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy-/coach-class tickets purchased at GOV'T expense without prior proper authority (pars. U3125, U3130, and U3135 for exceptions).

b. A command must not permit a CTO to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.

NOTE: This does not establish the _CA airfare as the basis for policy-constructed airfare – that remains the YCA airfare.

*2. Service Regulations. Service regulations for CTO use information.

3. *****

4. *****

B. Requirements

*1. When making travel arrangements, travelers should use the following in priority order:

*a. A CTO (APP A) (par. U3120), or

b. In-house travel offices, or

2. All travel arrangements must be made IAW:

*a. DoDD 4500.09E (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>; and

*b. Service regulations.

C. *****

D. *****

Par. U3125

*A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Official transportation arrangement is mandatory through the DTMO-contracted or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements.*** See par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T or GOV'T-procured transportation under this Part. ***NOTE: Grantees cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

B. *****

C. *****

Par. U4300

****NOTE: It is MANDATORY policy that all Armed Forces/Uniformed Services travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel.***

*A. Travel Order. When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem or AEA is payable for actual travel performed NTE the per diem or AEA that would have been payable if the directed transportation mode had been used. When the directed transportation mode is not available or the order does not specify any transportation mode, per diem or AEA is computed as though the transportation mode actually used was directed.

*B. Constructed Travel Computation. In determining constructed travel, the transportation allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended. See par. U3005 for travel times by different transportation modes.

*C. Reimbursement Limits. ***The total per diem or AEA payable must not exceed that payable for constructed travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the order, and is more economical to the GOV'T.***

JTR Revisions

Par. C2203

*A. CTO Use

1. Mandatory Policy

**a. It is MANDATORY DoD policy that all DoD travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy-/coach-class tickets purchased at GOV'T expense without prior proper authority.*

**b. A command must not permit a CTO to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.*

NOTE: *This does not establish the _CA as the basis for policy-constructed airfare – that remains the YCA.*

*2. Agency/Service Regulations. DoD component written material for CTO use information.

3. *****

4. *****

B. *****

C. *****

D. Transportation Reimbursement

*1. CTO Available. When a DTMO-contracted CTO (or GSA-contracted TMC if there is no DTMO-contracted CTO available) is available but not used by the traveler, reimbursement for the transportation cost is NTE the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.

*2. CTO Not Available. When the AO certifies that a DTMO-contracted CTO (GSA-contracted TMC) was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the policy-constructed airfare (APP A1) that meets mission requirements. **NOTE:** *CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.*

NOTE 1: *The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation frequently includes a transaction fee for arranging the transportation. A DTMO-contracted CTO/GSA-contracted TMC transaction fee incurred by an employee is reimbursable under APP G. When an available DTMO-contracted CTO/GSA-contracted TMC is not used and therefore no transaction fee is included in the GOV'T/GOV'T-procured transportation cost, the transaction fee for personally procured transportation from other than a CTO/TMC may be included with the total paid reimbursed NTE the cost of the GOV'T/GOV'T procured transportation.*

NOTE 2: *DoDFMR, DoD 7000.14-R, Volume 9, Chapter 3, par. 031003 (available at: http://comptroller.defense.gov/fmr/09/09_03.pdf) indicates the purposes for which a DoD GTCC may be*

used. Charging personal travel expenses is GTCC [misuse](#). A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant order must be provided to the DTMO-contracted CTO before ticketing. An electronic DTS generated order suffices to meet this requirement. A DTMO-contracted CTO may issue tickets for official travel authorized by proper oral, letter, or message authority, if travel must begin or is performed before a written order is issued. The official who directed the travel is responsible for promptly providing a confirmatory order to the DTMO-contracted CTO.

The eligible traveler must contact the responsible Agency/Service if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel.

Par. C2204

*A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. *It is MANDATORY DoD policy that all DoD travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel.* Par. C2203-D includes reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T or GOV'T-procured transportation under this Part. **NOTE**: *Grantees cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

B. *****

C. *****

D. *****

JTR/JFTR Revisions

APP O, Par. T4025

A. CTO Use

*1. Mandatory Policy

**a. It is MANDATORY DoD policy that all DoD travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy-/coach-class tickets purchased at GOV'T expense without prior proper authority (pars. C2204, C2205, and C2208 for exceptions).*

b. A command must not permit a CTO to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.

NOTE: *This does not establish the _CA as the basis for POLICY-CONSTRUCTED AIRFARE – that remains the YCA airfare.*

2. *****

3. *****

4. *****

*B. Requirements

*1. When making travel arrangements, the traveler should use the following in priority order:

*a. Services available at a DTMO-contracted CTO (or GSA-contracted TMC in the absence of a DTMO-contracted CTO), or

b. In-house travel offices.

*2. All travel arrangements must be made IAW:

a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007 (<http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>); and

b. Service regulations.

C. *****

D. *****