



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

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PDTATAC/dlw

14 March 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 61-12(I)/CAP 58-12(I) -- Clarify Receipt Requirement for Transportation in DTS

1. **SYNOPSIS:** Adds a note to JFTR, par. U1115-B, JTR, par. C1115-B, and JFTR/JTR APP O, par. T4020-B4 clarifying that a receipt is required for reimbursement of any transportation ticket/expense, when the cost is \$75 or more, without regard to how it was purchased or obtained.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by DTMO at the request of the TAC.
4. These changes are scheduled to appear in JFTR change 305, and JTR change 559, dated 1 May 2012.
5. Revisions in this information item are *effective 14 March 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 REVISIONS

### U1115-B2:

#### 2. Receipts

a. Receipt Requirement. The [DoDFMR 7000.14-R, Volume 9](#) based on an IRS requirement, requires that each traveler provide each receipt(s) for:

(1) Lodging, and

(2) Individual official travel expenses of \$75 or more (*\*NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.*)

b. Lodging Obtained through an Online Booking Agent. Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):

(1) Daily hotel room costs;

(2) Daily hotel taxes; and

(3) Daily miscellaneous fees, if applicable.

## JTR REVISIONS

### C1115-B2:

#### 2. Receipts

a. Receipt Requirement. The [DoDFMR 7000.14-R, Volume 9](#) based on an IRS requirement, requires that each traveler produce each receipt(s) for:

(1) Lodging, and

(2) Individual official travel expenses of \$75 or more(\**NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.*).

b. Lodging Obtained through an Online Booking Agent. Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):

(1) Daily hotel room costs;

(2) Daily hotel taxes; and

(3) Daily miscellaneous fees, if applicable.

## JFTR/JTR REVISIONS

### T4040-B4:

4. It is **mandatory** that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement (*\*NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.*),

b. Must use economy-/coach-class for all official GOV'T funded travel, unless other than economy-/coach class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:

(1) Medical reasons - JFTR, par. U2000-A2c/JTR, par. C2000-A2c, or

(2) Mission requirement - TDY mission timing requires other than economy-/coach-class. When other than economy-/coach-class TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," other than economy-/coach-class travel should only be authorized on the way to the TDY site. Economy-/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. **JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.**

c. Must **not** use foreign flag transportation, even if U.S.-certificated air flag carrier fares are higher,

d. Who uses other than economy-/coach-class or a foreign flag transportation presumably at GOV'T expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (see par. T4020-B9 for non-reimbursable expenses), and

e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.