



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/dlw

3 June 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD for MAP 80-13(I) -- Clarify International Transaction Fees

1. **SYNOPSIS:** This item clarifies the calculation and reimbursement process for the International Transaction (currency conversion) Fees charged by the Government Travel Charge Card (GTCC) or charged when a member not formally exempt from having a GTCC uses the a personal non-GTCC credit card.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by USN.
4. These changes are scheduled to appear in JFTR change 320, dated 1 August 2013.
5. Revisions in this information item are *effective 3 June 2013*.

//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

JFTR REVISIONS

U9185-E:

E. General TLA Computation

1. Except when more than one TLA rate applies within the computation period as in par. U9185-A or U9185-B, and except as in pars. U9185-F, and U9185-G, TLA computations are made in increments of 15, or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period.
2. When determining the lodging expense ICW TLA, the International Transaction (currency conversion) Fees charged by the GTCC are added to the actual daily lodging cost along with any lodging tax or value added tax (VAT) certificate cost, and other authorized lodging costs.
3. *When using a personal non-GTCC credit card and not formally exempt from having a GTCC, International Transaction (currency conversion) fees charged by your credit card company are not part of the computation.*
4. Computations are as follows:

U9185-F2:

2. Determine TLA by multiplying the par. U9185-E4, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.