PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
4800 Mark Center Drive, Suite 04J2501
Alexandria, VA 22350-9000
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PDTATAC/vap 1 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 90-11(E)/CAP 90-11(E) -- Booking Hotel Online

1. SYNOPSIS: Allows reimbursement for lodging expenses paid to an online booking agent provided an itemized receipt is provided, even if the receipt is from the online booking agent and not the hotel based on CBCA 2431-TRAV, 13 September 2011.

2. These changes are scheduled to appear in JFTR change 300, and JTR change 554, dated 1 December 2011.

3. This determination is ***effective on 1 November 2011***.

//approved//
PHILIP G. BENJAMIN
Chief, Strategic Planning and Policy Division

Attachment:
Rev 3

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:

U1039-E2b:

*b. Receipts. The DoDFMR 7000.14-R, Volume 9 based on an IRS requirement, requires that each traveler produce each lodging receipt, and each receipt for any individual official travel expense of $75 or more. ***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.***

U4129-H:

*H. Online Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain (including the hotel's online website). ***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:

C1008-E2b:

*b. Receipts. The DoDFMR 7000.14-R, Volume 9, based on an IRS requirement, requires that each traveler produce each lodging receipt, and each receipt for any individual official travel expense of $75 or more. ***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.***

C4555-B5:

*5. On-Line Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures), reserve a room directly with the hotel/chain (including the hotel's online website). ***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-A8:

*8. On-Line Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain. ***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 cost 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.***

T4050-B2:

2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of $75 or more. See par. T4040-A8 for a ***'hotel' receipt from an online booking agent.***