



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

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PDTATAC/vap

30 April 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 93-14(E)/CAP 93-14(E) -- CTO Fees for Leave  
Travel

1. **SYNOPSIS:** Clarifies that when paying transportation costs only for leave travel, CTO fees are included. Air transportation costs include taxes or fees (includes CTO fees) the GOV'T would have paid if the GOV'T procured transportation was used.
2. These changes are scheduled to appear in JFTR change 331 and JTR change 585, dated 1 July 2014.
3. This determination is effective when printed in the JFTR/JTR.

*//approved//*

**TONIA BOCK**

Chief, Strategic Planning and Policy 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:**

### **U2420-C:**

C. Transaction Fee Reimbursement. When a CTO is not available, the transaction fee incurred for arranging transportation is part of the transportation cost. See par. U3045-C.

### **U3045-C:**

#### C. Transaction Fee

1. The cost paid by the GOV'T for GOV'T/GOV'T procured transportation, 'in house' or CTO transportation, frequently includes a transaction fee for arranging the transportation.
2. A CTO transaction fee incurred by a traveler is part of the transportation cost.
3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a part of the transportation cost.

### **U7000-J4:**

#### 4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. U4780 and Ch 3, Part D).

b. Reimbursement is NTE the GOV'T procured transportation cost between a traveler's PDS and the authorized destination plus the ground transportation cost (par. U7000-J4a).

\*c. Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

### **U7005-E4:**

\*4. Reimbursement. Reimbursement must not exceed the GOV'T procured transportation cost between a traveler's PDS and the authorized destination as determined in par. C7005-D2. Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

### **U7015-A4:**

\*4. Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

### **U7025-C3:**

\*3. Commercial Transportation. If GOV'T/GOV'T procured transportation is not available, the member must procure round trip commercial transportation via an available CTO (par. U2400). Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

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### **C7015-G1d:**

\*d. \_Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

### **C7025-D1c:**

\*c. Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.