MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 001-17(E) -- Transportation Network Company Definition and Cancellation Fees/Penalties

1. SYNOPSIS: This item clarifies that cancellation fees and penalties charged by transportation network companies are not reimbursable expenses. Any additional fees or penalties incurred are the traveler’s personal financial responsibility. Adds definition of Transportation Network Companies to App A.

2. These changes are scheduled to appear in the JTR, dated 1 March 2017.

3. This determination is effective when printed in the JTR.

4. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

VELDA A. POTTER
Regulations Lead, Policy & Regulations Branch
JTR REVISIONS:

2830-G

G. Reimbursable and Non-Reimbursable Expenses (in alphabetical order)

*Change or Cancellation Fees. A change or cancellation fee/penalty for commercial transportation may be authorized or approved by the AO when the change/cancellation is not for personal convenience, the circumstances are beyond the traveler’s control and payment is not prohibited elsewhere in the JTR. Transportation network company (see App A for definition) cancellation fees and penalties are NOT reimbursable.

*Transportation Network Company Cancellation Fees/Penalties. Transportation network company cancellation fees and penalties are not reimbursable. See App A for definition.

App A

*TAXI. Includes limousine service and Transportation Network Companies when permissible under local laws and ordinances.

*TRANSPORTATION NETWORK COMPANY. Transportation network companies connect paying passengers with drivers who provide transportation in their own non-commercial vehicles. All parties connect to the service via websites and mobile apps.

App G

B. Non-Reimbursable Official Travel Expenses

| NON-REIMBURSABLE
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<thead>
<tr>
<th>OFFICIAL TRAVEL EXPENSES</th>
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The following pages are the same policy preceding this page but showing tracked changes.
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**VELDA A. POTTER**
Regulations Lead, Policy & Regulations Branch

Attachment:
Rev 2

**Uniformed E-Mail Distribution:**
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

**Civilian E-Mail Distribution:**
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
JTR REVISIONS:

2830-G

G. Reimbursable and Non-Reimbursable Expenses (in alphabetical order)

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*Transportation Network Company Cancellation Fees/Penalties. Transportation network company cancellation fees and penalties are not reimbursable. See App A for definition.

App A

*TAXI. Includes limousine service and Transportation Network Companies (companies that connect paying passengers with drivers for hire via websites and mobile apps), when permissible under local laws and ordinances.

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App G

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Rev 2 (2/15/17)