MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 006-16(E) -- House Cleaning Services while TDY

1. SYNOPSIS: This item clarifies that expenses for house cleaning, while TDY in contract lodging, are not a travel expense and must be paid under the contract or as a mission expense.

2. These changes are scheduled to appear in the JTR, dated 1 May 2016.

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

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

JOEL T. RIDENOUR
Acting Chief, Strategic Planning and Policy Division

Attachment:
Rev 1

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:

*Contracted TDY Lodging Expenses.* Additional lodging costs, such as cleaning expenses (e.g., maid services, housekeepers, etc.) that are not included in the lodging contract are mission related expenses and not a separately reimbursable expense.

**Mission Related Expenses**

1. ******

2. Mission related expenses include, but are not limited to:

   a. ******

   *i. Registration fees for training courses;

   *j. Cleaning expenses for contracted TDY lodging (see par. 2830-G); and

   *k. Similar items.

4160 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE LEASED OR RENTED WHILE TDY

A. ******

B. Expenses

*1. General Maintenance.* Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. These expenses include (but are not limited to) the fees listed below. These expenses do not apply to contracted TDY lodging (see par. 2830-G).

   a. ******
The following pages are the same policy preceding this page but showing tracked changes.
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CAP Members  P&R Branch  PMO-DTS  GSA-3FT  GSA-OGP(MTT)  DTMO  CBCA Judges
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