



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/hm

26 January 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 008-15(I)/CAP 008-15(I) – JTR APP G Table Corrections

1. **SYNOPSIS:** Deletes erroneous reimbursable expenses indicators from JTR, APP G Quick Reference Tables.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in the JTR, dated 1 March 2015.
5. This determination is *effective on 26 January 2015*.

//approved//

JOEL T. RIDENOUR

Chief, Policy and Regulations Branch

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

APPENDIX G

QUICK REFERENCE TABLES FOR REIMBURSABLE AND NON-REIMBURSABLE OFFICIAL TRAVEL EXPENSES

This Appendix addresses commonly incurred expenses ICW official travel. It is intended **only as a quick reference table** of reimbursable and non-reimbursable expenses. See Ch 2, part M for detailed expense lists, restrictions, and governing regulations.

A. Reimbursable Official Travel Expenses

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Uniformed Members		Civilian Employees	
	<u>PCS</u>	<u>TDY</u>	<u>PCS</u>	<u>TDY</u>
*Baggage check in fee, curbside (Civilian Employees with a disability/special need only)			X	X
Baggage, excess accompanied	X	X	X	X
Baggage storage fee	X	X	X	X
Baggage transfer fee	X	X	X	X
Biometric fees (ICW a passport and/or visa)	X	X	X	X
Birth certificate	X	X	X	X
Carrier terminal fees	X	X	X	X
Computer internet connections		X		X
Conveyance costs to and from the transportation terminal	X	X	X	X
Currency conversion fees	X	X	X	X
*Currency conversion fees for other than GTCC (Uniformed Members Only)	X	X		
Dependent fees	X	X	X	X
Deposits when TDY is curtailed/canceled/interrupted		X		X
Disease prevention measures	X	X	X	X
Driver (vehicle) services		X		X
Driver's License/permit (international) and photos, (for members and employees only, <i>not dependents</i>)	X	X	X	X
Early checkout penalty when TDY is curtailed/canceled/interrupted		X		X
Energy surcharge fees	X	X	X	X
Green card fees	X	X	X	X
Government conveyance costs		X		X
GTCC late payment, expedited delivery, and Chip/PIN card issue fees	X	X	X	X
GTCC surcharge fees (Civilian Employees Only)			X	X
GTCC surcharge fees <u>and</u> personal charge card fees (ICW official travel) (Uniformed Members Only)	X	X		
Guide services		X		X
Insurance, driving related (in a foreign country only)		X		X
Interpreter services		X		X
Legal service fees ICW a passport, visa, green card, or changes in status	X	X	X	X
Lodging, dual		X		X
Lodging, daytime fees		X		X

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Uniformed Members		Civilian Employees	
	PCS	TDY	PCS	TDY
	Lodging, mandatory fees		X	
Lodging reimbursement while on leave, ICW a contingency operation, evacuation, or long term TDY flat rate per diem. (Uniformed Members Only)		X		
Lodging reimbursement while on leave, when receiving long term TDY flat rate per diem (Civilian Employees Only)				X
Lodging tax in CONUS and non-foreign OCONUS areas only	X	X	X	X
Military working dog expenses		X		X
Paper ticket fees	X	X	X	X
Parking fees at a terminal		X		X
Passport fees ICW official travel (member, employee, and dependents)	X	X	X	X
Pet quarantine	X		X	
Photograph fees for OCONUS travel ICW a passport, visa, or green card	X	X	X	X
Physical examination fees ICW a visa	X	X	X	X
Prepaid rent forfeited when TDY is curtailed/canceled/interrupted		X		X
Preparatory travel expense reimbursement when the order is amended, modified, canceled or revoked	X	X	X	X
POC tax and license fee ICW TDY (Civilian Employees Only)				X
POC use on TDY		X		X
Registration fee		X		X
Rental vehicle reimbursable expenses		X		X
Resort fees	X	X	X	X
Room rental		X		X
Service/processing/transaction fees for arranging transportation, rental car, and lodging accommodations	X	X	X	X
Special conveyance/rental vehicle expenses		X		X
Storage of property used on official business		X		X
Tips, baggage handling -- for employee with a disability/special need (Civilian Employees Only)			X	X
Tips, baggage handling -- for dependent baggage that sponsor cannot handle when dependent travels with the sponsor (Civilian Employees Only)			X	
Tips, baggage handling -- for unaccompanied dependent's baggage (Civilian Employees Only)			X	
Transportation to/from the transportation terminal (TDY travel only)		X		X
Travel and transportation related expenses	X	X	X	X
Value added tax certificate		X		X
Visa fees for OCONUS travel	X	X	X	X

B. *****

The following pages are the same policy preceding this page but showing tracked changes.



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Birth certificate	X	X	X	X
Carrier terminal fees	X	X	X	X
Computer internet connections		X		X
Conveyance costs to and from the transportation terminal	X	X	X	X
Currency conversion fees	X	X	X	X
*Currency conversion fees for other than GTCC (Uniformed Members Only)	X	X	X	X
Dependent fees	X	X	X	X
Deposits when TDY is curtailed/canceled/interrupted		X		X
Disease prevention measures	X	X	X	X
Driver (vehicle) services		X		X
Driver's License/permit (international) and photos, (for members and employees only, <i>not dependents</i>)	X	X	X	X
Early checkout penalty when TDY is curtailed/canceled/interrupted		X		X
Energy surcharge fees	X	X	X	X
Green card fees	X	X	X	X
Government conveyance costs		X		X
GTCC late payment, expedited delivery, and Chip/PIN card issue fees	X	X	X	X
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Guide services		X		X
Insurance, driving related (in a foreign country only)		X		X
Interpreter services		X		X
Legal service fees ICW a passport, visa, green card, or changes in status	X	X	X	X
Lodging, dual		X		X
Lodging, daytime fees		X		X

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Uniformed Members		Civilian Employees	
	PCS	TDY	PCS	TDY
	Lodging, mandatory fees		X	
Lodging reimbursement while on leave, ICW a contingency operation, evacuation, or long term TDY flat rate per diem. (Uniformed Members Only)		X		
Lodging reimbursement while on leave, when receiving long term TDY flat rate per diem (Civilian Employees Only)				X
Lodging tax in CONUS and non-foreign OCONUS areas only	X	X	X	X
Military working dog expenses		X		X
Paper ticket fees	X	X	X	X
Parking fees at a terminal		X		X
Passport fees ICW official travel (member, employee, and dependents)	X	X	X	X
Pet quarantine	X		X	
Photograph fees for OCONUS travel ICW a passport, visa, or green card	X	X	X	X
Physical examination fees ICW a visa	X	X	X	X
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Preparatory travel expense reimbursement when the order is amended, modified, canceled or revoked	X	X	X	X
POC tax and license fee ICW TDY (Civilian Employees Only)				X
POC use on TDY		X		X
Registration fee		X		X
Rental vehicle reimbursable expenses		X		X
Resort fees	X	X	X	X
Room rental		X		X
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Tips, baggage handling -- for employee with a disability/special need (Civilian Employees Only)			X	X
Tips, baggage handling -- for dependent baggage that sponsor cannot handle when dependent travels with the sponsor (Civilian Employees Only)			X	
Tips, baggage handling -- for unaccompanied dependent's baggage (Civilian Employees Only)			X	
Transportation to/from the transportation terminal (TDY travel only)		X		X
Travel and transportation related expenses	X	X	X	X
Value added tax certificate		X		X
Visa fees for OCONUS travel	X	X	X	X

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