



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

24 January 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 015-16(I) – Correct Example in JTR, Par. 4155

1. **SYNOPSIS:** Corrects example in JTR, par. 4155 to reflect proper computations when leave is taken for long term TDY when flat rate per diem does not apply. This change reverts to the example that was erroneously changed in MAP/CAP 118-13.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by the DTMO Policy Reform Team.
4. These changes are scheduled to appear in the JTR, dated 1 March 2016.
5. This determination is *effective when published in the JTR*.
6. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//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

4155:

A. General. *****

B. Computation. *****

*C. Computation Example

<u>Leave Taken While TDY with Long Term Lodging (Non-Flat Rate Per Diem)</u>
1. A traveler is TDY at a location at which the per diem is \$136 (\$80/ \$56).
2. Lodging (apartment & utilities) are obtained on a long term basis for \$900/month.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$80/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

D. Contingency Operation. See par. 7050 if lodging is obtained on a daily basis and a traveler takes an authorized absence while on TDY in support of a Contingency Operation **(Members Only)**.

E. Evacuation. See par. 7055 if a traveler takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven **(Members Only)**.

*F. Long Term TDY Flat Rate Per Diem. See par. 4250 for lodging retained at a TDY location while authorized a flat-rate per diem for long-term TDY.

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



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

24 January 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 015-16(I) – Correct Example in JTR, Par. 4155

1. **SYNOPSIS:** Corrects example in JTR, par. 4155 to reflect proper computations when leave is taken for long term TDY when flat rate per diem does not apply. This change reverts to the example that was erroneously changed in MAP/CAP 118-13.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by the DTMO Policy Reform Team.
4. These changes are scheduled to appear in the JTR, dated 1 March 2016.
5. This determination is *effective when published in the JTR*.
6. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//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

4155:

A. General. *****

B. Computation *****

*C. Computation Example

<u>Leave Taken While TDY with Long Term Lodging</u>
<u>1. A traveler is TDY at a location at which the per diem is \$75 (\$44/ \$31).</u>
<u>2. Lodging (apartment & utilities) is obtained on a long term basis for \$900/month.</u>
<u>3. The daily lodging cost per month is \$30 (\$900/30 days).</u>
<u>4. Traveler is paid a flat rate of \$44 per day for lodging</u>
<u>5. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.</u>
<u>6. The flat rate lodging paid during June is \$880 (\$44 x 20 days). Since the \$880 is less than the actual lodging cost of \$900, but does not exceed the flat rate per diem of \$1320 (\$44 x 30 days) that would have been paid if leave had not been taken, the traveler is reimbursed \$20 as a miscellaneous reimbursable expense.</u>

<u>Leave Taken While TDY with Long Term Lodging (Non-Flat Rate Per Diem)</u>
<u>1. A traveler is TDY at a location at which the per diem is \$136 (\$80/ \$56).</u>
<u>2. Lodging (apartment & utilities) are obtained on a long term basis for \$900/month.</u>
<u>3. The daily lodging cost per month is \$30 (\$900/30 days).</u>
<u>4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.</u>
<u>5. The daily lodging rate during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$80/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.</u>

D. Contingency Operation. See par. 7050 if lodging is obtained on a daily basis and a traveler takes an authorized absence while on TDY in support of a Contingency Operation **(Members Only)**.

E. Evacuation. See par. 7055 if a traveler takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven **(Members Only)**.

*F. Long Term TDY Flat Rate Per Diem. See par. 4250 for lodging retained at a TDY location while authorized a flat-rate per diem for long-term TDY.
Flat Rate Per Diem for Long Term TDY. See par. 4250.