MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 18-16(E) – Add Change and Cancellation Fees

1. SYNOPSIS: Allows change or cancellation fee/penalty reimbursement for commercial transportation if eligible per the AO determination.

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: Ms. Velda A. Potter (velda.a.potter.civ@mail.mil).

//approved//

JOEL T. RIDENOUR
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:

**ATM Use.** Administrative fees for ATM use, ICW official travel, are covered in the IE portion of per diem and are not reimbursable. Effective 1 October 2014.

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