



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/tlw

22 February 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 02-167(I) -- Travel at No Expense to the Gov't

1. **SYNOPSIS:** Rewrites information in par. 1000-D merging wording for employees and members, where possible and moving information on employee status and leave status to separate subpars.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by PDTATAC Staff.
4. These changes are scheduled to appear in the JTR, dated 1 April 2016.
5. **This determination is effective when printed in the JTR.**
6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

**JOEL T. RIDENOUR**

Chief, Policy and 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

### 1000 APPLICATION

#### D. Travel Not Paid for by the Gov't

1. General. The JTR addresses allowances paid/reimbursed by the Gov't; and does *not* address travel involving no reimbursement by, or expense to, the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

#### 2. Travel at Gov't Expense not Authorized

a. A travel authorization permitting travel at the traveler's option, does not authorize travel and transportation allowances or reimbursement of any expenses.

b. When travel at Gov't expense is not authorized, a traveler may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting.

E. \*\*\*\*\*

F. \*\*\*\*\*

#### G. Leave Policy

1. **Members Only**. See [DoDI 1327.06, Leave and Liberty Policy and Procedures](#).

2. **Employees Only**. See [DoDI 1400.25, Vol. 630](#) and Service/DoD Agency supplemental personnel and travel guidance for excused absence and permissive travel policies.

### App I2, par. A6

#### 6. Employee Status

a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See [DoDI 1400.25, Vol. 630](#).

b. For a funded order to be issued, the employee must be in a duty status. An employee in a leave status when a funded order is issued enters a duty status to execute the order.

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



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#### 2. Travel at Gov't Expense not Authorized

a. A travel authorization permitting travel at the traveler's option, does not authorize travel and transportation allowances or reimbursement of any expenses.

b. When travel at Gov't expense is not authorized, a traveler may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting.

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1. **Members Only.** See DoDI 1327.06, Leave and Liberty Policy and Procedures.

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### App I2, par. A6

#### 6. Employee Status

a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See DoDI 1400.25, Vol. 630.

b. For a funded order to be issued, the employee must be in a duty status. An employee in a leave status when a funded order is issued enters a duty status to execute the order.

#### ~~1. **Members Only:**~~

~~a. The JTR:~~

~~(1) Addresses allowances paid/reimbursed by the Gov't; and~~

~~(2) Does *not* address travel involving no reimbursement by/expense to the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).~~

~~b. A travel authorization permitting travel at the member's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.~~

## 2. ~~Employees Only:~~

*~~NOTE: An employee must not be directed to perform official travel at personal expense. Limited travel funds are not a basis for denying official travel reimbursement or reducing allowances.~~*

### a. ~~General. The JTR:~~

~~(1) Addresses allowances paid/reimbursed by the Gov't, and~~

~~\*<sup>(2)</sup> Does *not* address travel involving no reimbursement by/expense to the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies). See DoDI 1400.25, Vol. 630 and Service/DoD Agency supplemental personnel and travel guidance for excused absence and permissive travel policies, respectively.~~

~~b. Policy. When travel at Gov't expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. 2020 for policy on travel at Gov't expense.~~

### c. ~~Employee Status~~

~~(1) An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See DoDI 1400.25, Vol. 630.~~

~~(2) For a funded order to be issued, the employee must be in a duty status. An employee in a leave status when a funded order is issued, enters a duty status to execute the order.~~