



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tlw

3 March 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 32-16(I) -- Receipt Requirements

1. **SYNOPSIS:** This item deletes information, ICW receipt requirements, in par. 2000 that is already addressed in par. 2710.
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 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

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- A. General
 - B. Lost Receipt
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 - D. Long Term TDY Flat Rate Per Diem
 - E. Non-DoD Services **(Members Only)**

2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL ([FTR §301-70.1](#))

A. *****

B. *****

*C. Traveler's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility (pars. 1015-C2h and 2125).

2710 RECEIPT REQUIREMENTS

A. General

*1. [DoD FMR, Vol. 9](#) requires a receipts for:

*a. All lodging expenses, regardless of the amount (except when authorized a long term TDY flat rate per diem, see par. 4250-B6 and subpar. D below), and

*b. Individual expenses of \$75 or more.

2. *****

B. *****

C. *****

*D. Long Term TDY Flat Rate Per Diem. A lodging receipt is not required when the traveler is authorized a long term TDY flat rate per diem (see par. 4250-A); but a lodging receipt may be necessary to support a lodging tax reimbursable expense (App G) if required by the Service/DoD Agency.

*E. Non-DoD Services (Members Only). Each non-DoD Service must establish its own criteria for records/receipts maintenance by its members.

3105-B

*B. Traveler Responsibility. The traveler should be financially prepared to pay for excess accompanied baggage (pars. 1015-C2h, 2000-C and 2125).

3320-G:

*G. Special Conveyance Receipts. See par. 2000-C, and [DoD FMR 7000.14-R, Volume 9](#).

5206-G3

*3. Excess weight storage costs are the member's financial responsibility (pars. 1015-C2h, 2000-C and 2125).

5212-E

*E. Excess Weight. If the HHG weight in NTS, plus the HHG weight transported on the same order, exceeds the weight allowance, the member is financially responsible for the excess cost (pars. 1015-C2h, 2000-C and 2125).

5322-B2

*2. The member is financially responsible for all excess costs/additional expenses associated with POV transportation (par. 1015-C2h, 2000-C and 2125). If the POV transportation cost exceeds the reimbursement limitation the member is financially responsible for the cost difference to transport the POV.

5336-B

*B. Excess Vehicle Weight. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (pars. 1015-C2h, 2000-C and 2125) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.

5364 EXCESS COST COLLECTION

*Excess transportation costs, incurred by the Gov't must be collected (pars. 1015-C2h, 2000-C and 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

5388-A1

*1. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage cost caused by the vehicle's excess size (pars. 1015-C2h, 2000-C and 2125).

5388-C

*C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (pars. 1015-C2h, 2000-C and 2125).

5416-A

*A. General. Mobile home transportation involving excess costs may be made IAW pars. 1015-C2h, 2000-C and 2125.

5518-B2

*2. See par. 1030 for restrictions.

5596-B

*B. Excess Costs. The employee is financially responsible for costs that exceed the most economical route from the OCONUS PDS to the employee's actual residence (pars. 1015-C2h, 2000-C and 2125).

5634-B

*B. Employee Paid Expenses. The employee is financially responsible for all transportation costs as a result of (pars. 1015-C2h, 2000-C and 2125):

5672-A

*A. General. If additional storage is not authorized/approved, the employee is financially responsible for additional storage expense (pars. 1015-C2h, 2000-C and 2125).

5708 POV SIZE LIMIT

*Transportation at Gov't expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Gov't expense, is financially responsible for all costs resulting from the excess POV size (pars. 1015-C2h, 2000-C and 2125).

5710-B

*B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the employee's expense (pars. 1015-C2h, 2000-C and 2125).

5736 EXCESS COST COLLECTION

*Excess transportation costs, incurred by the Gov't must be collected (pars. 1015-C2h, 2000-C and 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

5742-E2

*2. POV insurance costs, while in storage, are the employee's financial responsibility (pars. 1015-C2h, 2000-C and 2125).

5752-E2

*2. Employee Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means (pars. 1015-C2h, 2000-C and 2125).

5846-B

*B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part (pars. 1015-C2h, 2000-C and 2125).

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



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- C Traveler's Financial Responsibility
- ~~D.~~

2710 RECEIPT REQUIREMENTS

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2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

~~NOTE: While requirements for additional receipts are discouraged; travelers are advised to retain ALL receipts for tax purposes or in the event questions arise about expenses (e.g., transportation expenses that seem excessive and/or inappropriate to the AO and which the AO, as a certifying officer, can decline based on finance regulations to pay unless convinced of their validity). If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a written statement, acceptable to the AO explaining the circumstances, must be furnished.~~

A. *****

B. *****

~~C. Receipts~~

~~*1. General. For DoD Services/DoD Agencies, IAW DoD FMR 7000.14 R, Volume 9, a traveler must maintain records/receipts for:~~

~~a. Individual expenses of \$75 or more, and~~

~~b. All lodging costs (except when authorized a long term TDY flat rate per diem, see par. 4250 A).~~

~~2. Lodging Receipt Exception (Members Only)~~

~~*a. A lodging receipt is not required when the member is authorized a long term TDY flat rate per diem (see par. 4250 A); but a lodging receipt may be necessary to support a lodging tax reimbursable expense (App G) if required by a Service/DoD Agency issuance.~~

~~b. Each non DoD Service must establish its own criteria for records/receipts maintenance by members.~~

~~*D. Traveler's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility (pars. 1015-C2h and 2125).~~

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*G. Special Conveyance Receipts. See par. 2000-C, and DoD FMR 7000.14-R, Volume 9.

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