



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/dlw

24 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 35-15(E)/CAP 35-15(E) – Clarifies
Transportation Related Reimbursement

1. **SYNOPSIS:** Clarifies mandatory transportation service charges and transportation related tip reimbursement when using various modes of transportation.
2. These changes are scheduled to appear in the JTR, dated 1 August 2015.
3. This determination is effective when printed in the JTR.

//Approved//

TONIA BOCK

Chief, Strategic Planning and Policy Division

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

2830-G:

Tips, Transportation Related.

1. Courtesy Transportation. Transportation related tips the traveler elects to pay to drivers of courtesy transportation (e.g. hotel, park and ride, or airport shuttles), ICW official travel, are covered in the IE portion of per diem and are **not reimbursable**(effective 1 October 2014).

2. Taxi Cab/Limousine Service. Reasonable and customary transportation related tips and mandatory service charges for taxi cab/limousine service are not separately reimbursable, but added to the cost of such transportation. A reasonable and customary fee is the amount that your transportation service provider determines to be the standard tipping amount up to 20% of the fare amount which must be included in the total fare amount claimed on your travel voucher.

3310:

A. To/from Transportation Terminal

1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares, to include reasonable and customary tips and mandatory service charges (including mandatory tips) added to the cost of transportation between:

- a. Place of residence/lodging/place of duty at the PDS/TDY station and transportation terminals;
- b. Transportation terminals if a free transfer is not provided;
- c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler's control; and
- d. A transportation terminal and limousine service terminal.

2. PDS Boundary for Travel Reimbursement. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place from which the traveler commutes daily to/from the place of duty.

B. Between Residence and PDS on TDY Travel Day. Reimbursement is authorized for taxi cab/limousine fares and reasonable and customary tips and mandatory service charges (including mandatory tips) added to the cost of transportation from the:

1. Traveler's residence to the PDS on a TDY departure day requiring at least one night's lodging, and
2. PDS to the residence on the TDY return day.

App A1:

PER DIEM ALLOWANCE

F. Incidental Expenses

1. Authorized. Incidental expenses include:

h. Transportation tips for courtesy transportation (e.g., hotel, park and ride or airport shuttles) . See par. 2830-G2 for taxi cab/limousine.

App G, par. A:

Tips, Taxi Cab/Limousine Service. Not separately reimbursable but included in the cost of the transportation.	X	X	X	X
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App G-B:

Tips ICW Courtesy Transportation (<u>e.g., hotel, park and ride or airport shuttles</u>)
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The following pages are the same policy preceding this page but showing tracked changes.



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JTR REVISIONS

2830-G:

Tips, Transportation Related.

1. **Courtesy Transportation.** Transportation related tips the traveler elects to pay to drivers off for all courtesy transportation (e.g. hotel, park and ride, or airport shuttles) modes, ICW official travel, are covered in the IE portion of per diem and are **not reimbursable.** ~~*E(effective 1 October 2014).*~~

2. **Taxi Cab/Limousine Service.** Reasonable and customary transportation related tips and mandatory service charges for taxi cab/limousine service are not separately reimbursable, but added to the cost of such transportation. A reasonable and customary fee is the amount that your transportation service provider determines to be the standard tipping amount up to 20% of the fare amount which must be included in the total fare amount claimed on your travel voucher.

3310:

A. To/from Transportation Terminal

1. **Authorized Reimbursement.** Reimbursement is authorized for taxi/limousine fares, to include reasonable and customary tips and mandatory service charges (including mandatory tips) added to the cost of transportation between:-

- a. Place of residence/lodging/place of duty at the PDS/TDY station and transportation terminals;
- b. Transportation terminals if a free transfer is not provided;
- c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler's control; and
- d. A transportation terminal and limousine service terminal.

2. **PDS Boundary for Travel Reimbursement.** The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place from which the traveler commutes daily to/from the place of duty.

B. **Between Residence and PDS on TDY Travel Day.** Reimbursement is authorized for taxi cab/limousine fares and reasonable and customary tips and mandatory service charges (including mandatory tips) added to the cost of transportation from the:

1. Traveler's residence to the PDS on a TDY departure day requiring at least one night's lodging, and
2. PDS to the residence on the TDY return day.

App A1:

PER DIEM ALLOWANCE

F. Incidental Expenses

1. **Authorized.** Incidental expenses include:

h. Transportation tips for ~~all-courtesy~~ transportation (e.g., hotel, park and ride or airport shuttles) ~~modes~~ (~~commercial or courtesy conveyance~~). See par. 33402830-G2 for taxi cab/limousine.

App G, par. A:

<u>Tips, Taxi Cab/Limousine Service. Not separately reimbursable but included in the cost of the transportation.</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
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App G-B:

Tips ICW <u>Courtesy T</u> ransportation (<u>except IAW par. 3340e.g., hotel, park and ride or airport shuttles</u>)
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