



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

4800 Mark Center Drive, Suite 04J2501

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

PDTATAC/tgh

27 April 2016

MEMORANDUM FOR           SEE DISTRIBUTION

SUBJECT:                     UTD/CTD for MAP/CAP 040-16(E) – Authorize Transportation Related  
Reimbursable Expenses for Government Funded Leave Travel

1. **SYNOPSIS:** Authorize certain transportation related reimbursable expenses associated with various transportation modes when traveling in conjunction with Government funded leave. Certain reasons for travel have various restrictions on some expenses such as transportation to and from a transportation terminal and excess baggage.
2. These changes are scheduled to appear in the JTR, dated 1 June 2016.
3. This determination is effective when published in the JTR.
4. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

*//Approved//*

**JOEL T. RIDENOUR**

Acting 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:

G. Reimbursable and Non-Reimbursable Expenses (in alphabetical order)

\*Arrival/Departure Taxes/Fees. Fees that may be charged for entry and/or exit from a foreign country that is usually included in the transportation ticket cost. Reimbursable if directly incurred by the traveler and not included in the transportation ticket cost.

ATM Use. \*\*\*\*\*

Birth Certificate. \*\*\*\*\*

\*

Cash Advance Fees. \*\*\*\*\*

\*Commercial Travel Office (CTO) Fees. CTO fees incurred directly by the traveler that are not included in the transportation ticket cost are reimbursable.

Change or Cancellation Fees. \*\*\*\*\*

Tips, Transportation Related. \*\*\*\*\*

\*Transportation Between Interim Terminals. Fees, not included in the transportation ticket cost, that are a direct cost to the traveler for transportation between interim transportation terminals for further transportation. Example - Ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).

Transportation Terminal Parking Fees. \*\*\*\*\*

\*Transportation to/from the Transportation Terminal. Local commercial transportation costs (e.g., taxi, bus) to and from a transportation terminal are authorized. POC transportation costs to and from the transportation terminal are authorized. See par. 4780.

Travel and Transportation Related Expenses. \*\*\*\*\*

### 7000-J through P:

1. - 3. \*\*\*\*\*

4. Reimbursement

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation costs, ground transportation between interim terminals and transportation to and from transportation terminals (excluding terminal parking fees) are reimbursed.

\*d. Prohibition – Per diem, meal tickets, reimbursement for meals and lodging, excess accompanied baggage (except for the 1<sup>st</sup> checked bag) and/or unaccompanied baggage are not authorized for FEML travel.

5. \*\*\*\*\*

K.

Editor's note – Renumber 7000-K through 7000-P.

## **7005-E:**

### **E. Transportation**

1. – 3. \*\*\*\*\*

#### **\*4. Reimbursement.**

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation costs are reimbursed.

\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag), unaccompanied baggage and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for R&R travel.

5. \*\*\*\*\*

## **7010:**

### **A. Transportation**

1. -3. \*\*\*\*\*

#### **\*4. Transportation Cost Reimbursement.**

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation are reimbursed.

\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag) unaccompanied baggage and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for emergency leave travel.

5. \*\*\*\*\*

B. \*\*\*\*\*

C. Authorized Locations

1. – 2. \*\*\*\*\*

3. Examples

***\*NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

**7020:**

G. Transportation Expenses

\*1. Transportation Cost Reimbursement.

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation costs are reimbursed.

\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag), unaccompanied baggage and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for emergency visitation travel.

\*2. Transportation Cost Limitations. See par. 7020-H.

**7030-C:**

C. Transportation

1. Authorized Transportation. Gov't funded round trip transportation is authorized between the OCONUS PDS and:

a. The nearest CONUS aerial POE ([10 USC §705\(b\)\(2\)](#)), or

b. An alternate destination NTE the cost of round trip transportation between the OCONUS PDS and the nearest CONUS aerial POE.

2. Gov't/Gov't Procured Transportation. Round trip Gov't/Gov't procured transportation is authorized and must be used, if available.

3. Commercial Transportation. If Gov't/Gov't procured transportation is not available, the member must procure round trip commercial transportation via an available CTO (par. 2400).

\*4. Transportation Cost Reimbursement.

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation costs are reimbursed.

\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag), unaccompanied baggage and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for SR&R travel.

\*5. Reimbursement. \*\*\*\*\*

**7070-D:**

D. Allowable Transportation Expenses

1. General. A DoD component may pay for, or an eligible individual may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return.

\*2. Transportation Cost Reimbursement.

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation costs are reimbursed.

\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag), unaccompanied baggage and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for FVT.

**7320-E:**

A. – D. \*\*\*\*\*

\*E. Transportation.

1. \*\*\*\*\*

\*2. Reimbursement for the cost of personally procured commercial transportation NTE the cost of Gov't procured commercial air transportation. (*CTO use is still MANDATORY*);

3. \*\*\*\*\*

**App G:**

A. Reimbursable Official Travel Expenses

	Members		Employee	
	PCS	TDY	PCS	TDY
<b>REIMBURSABLE OFFICIAL TRAVEL EXPENSES</b>				
*Arrival or Departure Taxes or Fees	X	X	X	X
Baggage check in fee, curbside (Travelers with a disability/special need only)	X	X	X	X
*				
*Commercial Travel Office (CTO) Fees (when not included in the transportation ticket cost)	X	X	X	X
Computer internet connections		X		X
Tips, taxi cab/limousine service. Not separately reimbursable but included in the cost of the transportation	X	X	X	X
<u>*Transportation Between Interim Terminals</u>	X	X	X	X
*Transportation to/from the transportation terminal	X	X	X	X
Travel and transportation related expenses	X	X	X	X

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



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## JTR REVISIONS

### 2830-G:

G. Reimbursable and Non-Reimbursable Expenses (in alphabetical order)

\*Arrival/Departure Taxes/Fees. Fees that may be charged for entry and/or exit from a foreign country that is usually included in the transportation ticket cost. Reimbursable if directly incurred by the traveler and not included in the transportation ticket cost.

ATM Use. \*\*\*\*\*

Birth Certificate. \*\*\*\*\*

\*Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charges, assessed against a traveler on arrival/departure from a carrier terminal, are authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).

Cash Advance Fees. \*\*\*\*\*

\*Commercial Travel Office (CTO) Fees. CTO fees incurred directly by the traveler that are not included in the transportation ticket cost are reimbursable.

Change or Cancellation Fees. \*\*\*\*\*

Tips, Transportation Related. \*\*\*\*\*

\*Transportation Between Interim Terminals. Fees, not included in the transportation ticket cost, that are a direct cost to the traveler for transportation between interim transportation terminals for further transportation. Example - Ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).

Transportation Terminal Parking Fees. \*\*\*\*\*

\*Transportation to/from the Transportation Terminal. Local commercial transportation costs (e.g., taxi, bus) to and from a transportation terminal are authorized. POC transportation costs (~~ICW TDY travel~~) to and from the transportation terminal are authorized. See par. 4780.

Travel and Transportation Related Expenses. \*\*\*\*\*

### 7000-J through P:

1. - 3. \*\*\*\*\*

4. Reimbursement

\*a. ~~Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. 4780 and Ch 3, Part D).~~ Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination, ~~plus ground transportation cost (par. 7000 J4a).~~

\*c. Currency conversion fees (par. 2830) for allowable transportation costs, ~~ground transportation between interim terminals~~ and transportation to and from transportation terminals (excluding terminal parking fees) are reimbursed. Air transportation costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used.

\*d. Prohibition – Per diem, meal tickets, reimbursement for ~~meals and lodging~~, excess accompanied baggage (except for the 1<sup>st</sup> checked bag) and/or unaccompanied baggage are not authorized for FEML travel.

5. \*\*\*\*\*

K. ~~Per Diem. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML travel while en route to and from or while at the FEML leave location.~~

Editor's note – Renumber 7000-K through 7000-P.

## **7005-E:**

### E. Transportation

1. – 3. \*\*\*\*\*

#### \*4. Reimbursement.

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation costs are reimbursed.

\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag), unaccompanied baggage, and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for R&R travel.

~~Reimbursement must not exceed the Gov't procured transportation cost between a traveler's PDS and the authorized destination as determined in par. 7005-D2. Air transportation costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used.~~

5. \*\*\*\*\*

## **7010:**

### A. Transportation

1. -3. \*\*\*\*\*

#### \*4. Transportation Cost Reimbursement.

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation **are** reimbursed.

\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag) unaccompanied baggage and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for emergency leave travel.

Reimbursement:

~~a. For transportation costs is NTE the cost of Gov't procured commercial air transportation between authorized locations.~~

~~b. Is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).~~

~~c. For ground transportation from PDS/home/destination the airport is not authorized.~~

~~d. For air transportation costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used.~~

5. \*\*\*\*\*

B. \*\*\*\*\*

C. Authorized Locations

1. – 2. \*\*\*\*\*

3. Examples

~~***NOTE 1: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.***~~

~~***\*NOTE-2: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***~~

**7020:**

G. Transportation Expenses

\*1. Transportation Cost Reimbursement.

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation **costs are** reimbursed.

~~\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag), unaccompanied baggage and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for emergency visitation travel.~~

~~Expenses Allowed. Allowable transportation expenses are paid directly to the provider or reimbursed to the eligible individual, for:~~

~~a. The transportation cost from the airport serving the employee's PDS (*or applicable originating point*) to the airport serving the destination authorized for EVT and return;~~

~~b. Airport taxes; and~~

~~c. Air transportation, and ground transportation between interim airports. Example: Between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost.~~

~~d. Air transportation costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used.~~

#### 2. Expenses Not Allowed

~~a. Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.~~

~~b. Per diem, and excess baggage/UB charges are not payable or reimbursable.~~

~~\*23. Transportation Cost Limitations. See par. 7020-H.~~

## **7030-C:**

### **C. Transportation**

1. Authorized Transportation. Gov't funded round trip transportation is authorized between the OCONUS PDS and:

~~\*a. The nearest CONUS aerial POE (10 USC §705(b)(2)), or~~

~~b. An alternate destination NTE the cost of round trip transportation between the OCONUS PDS and the nearest CONUS aerial POE.~~

2. Gov't/Gov't Procured Transportation. Round trip Gov't/Gov't procured transportation is authorized and must be used, if available.

3. Commercial Transportation. If Gov't/Gov't procured transportation is not available, the member must procure round trip commercial transportation via an available CTO (par. 2400). ~~Air transportation costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used.~~

#### \*4. Transportation Cost Reimbursement.

~~\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.~~

~~\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.~~

~~\*c. Currency conversion fees (par. 2830) for allowable transportation costs are reimbursed.~~

\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag), unaccompanied baggage, and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for SR&R travel.

\*54. Reimbursement. \*\*\*\*\*

## **7070-D:**

### D. Allowable Transportation Expenses

1. General. A DoD component may pay for, or an eligible individual may be reimbursed for:

~~a. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return, and~~

~~b. Airport taxes and transportation between airports (par. 7070-D2).~~

\*2. Transportation Cost Reimbursement.

\*a. Transportation related expenses reimbursed if not included in the transportation ticket cost - CTO fees, charges for the 1<sup>st</sup> checked bag, and arrival/departure taxes/fees.

\*b. Reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

\*c. Currency conversion fees (par. 2830) for allowable transportation costs are reimbursed.

\*d. Prohibition – Per diem, excess accompanied baggage (except for the 1<sup>st</sup> checked bag), unaccompanied baggage, and/or ground transportation from PDS/home/destination to the airport and return (to include parking) are not authorized for FVT.

Limitations. Reimbursement is:

~~a. Authorized only for air and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).~~

~~b. Not authorized for ground transportation between PDS or home (or destination) and the airport.~~

~~c. Air transportation costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used.~~

3. Unauthorized Expenses. *Per diem, excess accompanied baggage, and UB charges are not payable or reimbursable.*

## **7320-E:**

A. – D. \*\*\*\*\*

\*E. Transportation.

1. \*\*\*\*\*

\*2. Reimbursement for the cost of personally procured commercial transportation NTE the cost of Gov't procured commercial air transportation, including, mandatory airport taxes and fees. (CTO use is still MANDATORY);

3. \*\*\*\*\*

**App G:**

A. Reimbursable Official Travel Expenses

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Members		Employee	
	PCS	TDY	PCS	TDY
<u>*Arrival or Departure Taxes or Fees</u>	X	X	X	X
Baggage check in fee, curbside (Travelers with a disability/special need only)	X	X	X	X
<u>*Carrier terminal fees</u>	X	X	X	X
<u>*Commercial Travel Office (CTO) Fees (when not included in the transportation ticket cost)</u>	X	X	X	X
Computer internet connections		X		X
Tips, taxi cab/limousine service. Not separately reimbursable but included in the cost of the transportation	X	X	X	X
<u>*Transportation Between Interim Terminals</u>	X	X	X	X
<u>*Transportation to/from the transportation terminal (<del>TDY travel only</del>)</u>	X	X	X	X
Travel and transportation related expenses	X	X	X	X