



**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

24 March 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 46-16(I) -- Rental Vehicle Reimbursable Expenses

1. **SYNOPSIS:** Deletes unnecessary wording in par. 2830, revises a cross reference, and clarifies that rental vehicle expenses may only be reimbursed to the individual authorized to rent the vehicle.
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 May 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**

### **2830:**

#### **2830 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)**

##### **Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses**

###### 1. General

- a. Special conveyance/rental vehicles are a reimbursable expense with AO authorization/approval.
- b. When a special conveyance (particularly a rental vehicle or a taxi) must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

\*c. Only the individual authorized to rent the special conveyance/rental vehicle may be reimbursed for authorized expenses associated with the conveyance/vehicle (e.g., gas).

###### 2. \*\*\*\*\*

3. Reimbursable Expenses. When the AO authorizes/approves special conveyance/rental vehicle use for official travel, the following expenses are reimbursable to the individual authorized to rent the special conveyance/rental vehicle:

### **3305-C:**

#### **3305 REIMBURSABLE EXPENSES**

\*C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See par. 2830 and App G.

### **3320-F:**

#### **3320 SPECIAL CONVEYANCE USE**

##### F. Reimbursement

1. General. See par. 2830 and App G for special conveyance reimbursement (including aircraft).

###### \*2. Limitations

\*a. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. 2600 plus constructed per diem for the official distance NTE the Gov't's constructed cost. See par. 4710-C.

\*b. Only the individual authorized to rent the special conveyance may be reimbursed for authorized expenses associated with the conveyance (e.g., gas).

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



**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

24 March 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 46-16(I) -- Rental Vehicle Reimbursable Expenses

1. **SYNOPSIS:** Deletes unnecessary wording in par. 2830, revises a cross reference, and clarifies that rental vehicle expenses may only be reimbursed to the individual authorized to rent the vehicle.
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 May 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

### 2830:

#### **2830 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)**

##### **Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses**

###### 1. General

- a. Special conveyance/rental vehicles are a reimbursable expense with AO authorization/approval.
- b. When a special conveyance (particularly a rental vehicle or a taxi) must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

~~e. See special conveyance/rental vehicle reimbursable expenses.~~

\*c. Only the individual authorized to rent the special conveyance/rental vehicle may be reimbursed for authorized expenses associated with the conveyance/vehicle (e.g., gas).

###### 2. \*\*\*\*\*

3. Reimbursable Expenses. When the AO authorizes/approves special conveyance/rental vehicle use for official travel, the following expenses are reimbursable to the individual authorized to rent the special conveyance/rental vehicle:

### **3305-C:**

#### **3305 REIMBURSABLE EXPENSES**

\*C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See [par. 2830 and](#) App G.

### **3320-F:**

#### **3320 SPECIAL CONVEYANCE USE**

##### F. Reimbursement

1. General. See [par. 2830 and](#) App G for special conveyance reimbursement (including aircraft).

###### \*2. Limitations-

\*a. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. 2600 plus constructed per diem for the official distance NTE the Gov't's constructed cost. See par. 4710-C.

\*b. Only the individual authorized to rent the special conveyance may be reimbursed for authorized expenses associated with the conveyance (e.g., gas).