



**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/hm

09 May 2016

MEMORANDUM FOR           SEE DISTRIBUTION

SUBJECT:                    UTD/CTD for MAP/CAP 53-16(R) – Limited Flat Rate Per Diem Waiver

1. **SYNOPSIS:** Allows the Service Secretary Concerned (as defined in Appendix A), COCOM Commander, or Director of a DoD Agency/Component to authorize reimbursement of actual expenses for meals and incidental expenses (M&IE) up to the locality M&IE rate when the flat rate M&IE is insufficient to meet the traveler's needs, based on the circumstances of the TDY.

2. The Committee Chair has approved the attached changes to the JTR, made in MAP/CAP 53-16(R).

3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.

4. These changes are scheduled to appear in JTR, dated 1 July 2016.

5. This determination is *effective on 9 May 2016*, when it was approved by the Chair.

6. Action Officer: Mr. Henry Mitchell (henry.mitchell4.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)      PPC

**Civilian E-Mail Distribution:**

CAP Members      P&R Branch      PMO-DTS      GSA-3FT      GSA-OGP(MTT)      CBCA Judges

## **JTR PROPOSED REVISIONS:**

### **4250 LONG TERM TDY FLAT RATE PER DIEM**

A. \*\*\*\*\*

B. Exceptions and Additional Factors. The following circumstances may affect per diem reimbursement:

1-8. \*\*\*\*\*

\*9. The Secretary Concerned, COCOM Commander or Director of a DoD Agency/Component may authorize or approve payment of actual expenses for meals and incidental expenses as defined in Appendix A, up to the full locality rate when the reduced flat rate M&IE is not sufficient, based on the circumstances of the TDY. Authority may not be delegated below the three-star GO/FO (or civilian equivalent) deputy/vice commander level. Travelers who request reimbursement in excess of the authorized flat rate M&IE must provide receipts to substantiate claims for actual expenses unless itemized charges are documented through the use of the GTCC, used in accordance with the Travel and Transportation Reform Act of 1998. All authorizations for payment of actual costs for M&IE for TDYs over 30 days must be reported to the PDTATAC, Chief. Refer to par. 4250-B8c for the submission process.

C. \*\*\*\*\*

D. \*\*\*\*\*

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



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