



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

19 April 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 055-16(I) – Remove Five Working Day Rule

1. SYNOPSIS: Removes the requirement to submit a travel claim within five working days of travel completion. This is a finance requirement contained in the DoD FMR, Volume 9. JTR is not the authority for this requirement.

2. The attached clarifying revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the DTMO Policy Reform Team.

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

5. This determination is effective when printed in the JTR.

6. 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

1115-C1a:

C. After the Traveler Returns

*1. Completing the Expense Report. IAW [DoD FMR 7000.14-R, Volume 9](#), required receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. *****

T4050-C:

C. After the Traveler Returns

*1. Completing the Expense Report. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. *****

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



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JTR REVISIONS

1115-C1a:

C. After the Traveler Returns

*1. Completing the Expense Report. IAW DoD FMR 7000.14-R, Volume 9, ~~requirement:~~

~~a. A traveler should complete and submit the Trip Record expense portion within 5 working days after returning from the trip.~~

~~b. R~~Required receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. *****

T4050-C:

C. After the Traveler Returns

*1. Completing the Expense Report. ~~A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip.~~ The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. *****