MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 56-15(I) -- Per Diem Definition Correction

1. **SYNOPSIS:** Corrects and clarifies wording ICW tips for hotel employees.

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

3. This revision was initiated by PDTATA C Staff.

4. These changes are scheduled to appear in the JTR, dated 1 June 2015.

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

   **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
App A, PER DIEM ALLOWANCE:

F. Incidental Expenses

1. Authorized. Incidental expenses include:

   *a. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 7815-F4, regarding baggage-handling costs incurred ICW a traveler's disability/special need.
The following pages are the same policy preceding this page but showing tracked changes.
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JOEL T. RIDENOUR
Chief, Policy and Regulations Branch

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CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
App A, PER DIEM ALLOWANCE:

F. Incidental Expenses

1. Authorized. Incidental expenses include:

   *a. Hotel employees, fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. Civilian employees, see par. 7815-F4, regarding baggage-handling costs incurred as a direct result of an employee’s traveler’s disability/special need.