



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/dlw

25 May 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 57-16(E) – Credit Card Charges In Local
Currency

1. SYNOPSIS: Currency conversion fees charged by hotels and restaurants when the credit card is charged using U.S. dollars versus the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipt as part of the overall cost for the OCONUS expenses.
2. These changes are scheduled to appear in the JTR, dated 1 July 2016.
3. This determination is effective when printed in the JTR.
4. Action Officer: Debbie Wells (Debbie.I.wells.civ@mail.mil).

//Approved//

JOEL T. RIDENOUR

Acting Chief, Strategic Planning and Policy Division

Attachment:

Rev 2

JTR REVISIONS:

2830-G:

Currency Conversion Fees

*4. Exchange Surcharge. A traveler, who pays with a GTCC or personal credit card for OCONUS expenses (e.g. restaurants and lodging) should ask the vendor to charge the credit card using local currency instead of U.S. dollars. Hotels and restaurants often add a higher surcharge to the exchange rate than do banks when the credit card is charged using U.S. dollars versus the local currency. This surcharge is part of the exchange rate and may not be reimbursed as a separately reimbursable expense and must be included on the receipt as part of the overall cost for the OCONUS expenses.

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



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