



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/tgh

1 February 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 058-15(E) – Transportation Mode and
Special Conveyance Use

1. **SYNOPSIS:** Prioritizes transportation mode selection requirements and reflects changes to the use of a special conveyance, including allowing it be directed, to align with FTR Amendment 2015-03.
2. These changes are scheduled to appear in the JTR, dated 1 March 2016.
3. This determination is effective when printed in the JTR.

//Approved//

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-G:

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

1. – 2. *****

3. Reimbursable Expenses. *****

a. – b. *****

*c. Necessary gas and oil (~~Note - Pre-paid refueling costs are not authorized. The AO may approve vendor refueling charges only if it is not possible for the traveler to refuel completely prior to returning the vehicle because of safety issues or the location of the closest fueling station.~~);

d. *****

Deleted: Travelers are not to be reimbursed for purchasing p

Deleted: options for rental cars

Deleted: Therefore, travelers should refuel prior to returning the rental vehicle to the drop-off location. However, i

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3220:

3220 DIRECTING TRANSPORTATION MODE

A. General

*1. A traveler *may not be directed* to use a POC,

2. – 5. *****

*6. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC) may be directed for an individual PCS move (**Uniformed Service Members Only**).

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B. Reimbursement

3225:

3225 TRANSPORTATION MODE SELECTION

*A. General. The following transportation modes are presumed to be the most advantageous method of transportation in order of precedence:

1. Common carrier. Travel by common carrier is generally the most advantageous method of transportation and should be selected when reasonably available.

2. Gov't furnished automobile. When travel must be performed by automobile, a Gov't furnished automobile is presumed to be the most advantageous transportation mode.

3. Rental car. If a Gov't furnished automobile is not available and travel must be performed by automobile, a rental car should be considered.

4. Privately Owned Conveyance (POC). A POC should be determined to be the most advantageous transportation method only when the use of a common carrier, a Gov't furnished automobile, or a rental car have been considered. Personal choice is not to be the sole consideration.

Renumber A-F as B-G.

3320:

3320 SPECIAL CONVEYANCE USE

A. *****

B. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals when determined to be more advantageous to the Gov't;

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*2. May be authorized/approved special conveyance use to/from/between carrier terminals, other than local terminals, by the AO when neither public nor Gov't transportation between the terminals meets the ordered travel requirements and when determined to be more advantageous to the Gov't;

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C. *****

D. *****

3330:

3330 SELECTING A RENTAL VEHICLE

A. Instructions and Guidance. See [DTMO rental car agreement](#), and [DTR, 4500.9-R, Part 1](#) for instructions and guidance for the rental vehicle selection.

*B. CTO Use. It is *mandatory policy that a traveler uses an available CTO via DTS* to obtain a rental vehicle. If DTS is unavailable, the traveler may contact the CTO directly. It is *not mandatory* to use a CTO when renting an airplane or bus ([CBCA 2956-TRAV, 31 January 2013](#)). When an available CTO is not used, reimbursement is limited to what the cost would have been if a CTO had made the rental vehicle arrangements (CBCA 2956-TRAV, 31 January 2013).

C. Rental Service Cost

1. The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles.

*2. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement due to the following exceptions:

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a. Medical disability or other special need. See requirements in par. 3625-D2.

b. Mission.

c. Cost is equal or less for a non-compact car.

d. Multiple travelers authorized to travel in the same rental car require additional room.

e. Gov't material for official business requires more room, or

f. Safety reasons (severe weather or required to travel on rough or difficult terrain).

D. ****

E. ****

F. ****

G. ****

H. ****

*I. Not Reimbursed ▼

1. Pre-paid refueling costs are not authorized. The AO may authorize/approve vendor refueling charges only if it is not possible for the traveler to refuel completely prior to returning the vehicle because of safety issues or the location of the closest fueling station.

2. Fees associated with rental car loyalty points or the transfer of points are not reimbursed.

J. Non-DoD Services (Members Only). See Service Regulations for CTO use ICW rental cars.

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Deleted: When an available CTO is not used, reimbursement is limited to what the cost would have been if a CTO had made the rental vehicle arrangements (CBCA 2956-TRAV, 31 January 2013).

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4705, item 8:

*8. This Part does not apply to POC use instead of a Gov't furnished automobile (B-183480, 4 September 1975).

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4710:

4710 TRAVELER ELECTS TO USE A POC

A. – B. *****

*C. POC Use Is Not to the Gov't's Advantage. If a traveler elects to use a POC instead of the authorized transportation mode (other than Gov't furnished automobile), reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and the transportation cost the Gov't would have incurred if travel was performed by the authorized transportation mode. *No other costs are added to the computation. Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*

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***Example 1:** A traveler is authorized air transportation from Washington, DC, to Orlando, FL, at a cost to the Gov't of \$500 for the air transportation only. The traveler elects to use a POC to perform travel to the TDY site. The traveler is limited to a maximum of \$500 for transportation costs. Any other costs that MAY HAVE BEEN associated with the use of the authorized air transportation have no bearing on the cost construction of the reimbursable transportation costs. Reimbursement for parking, ferry fares or tolls is not authorized.

***Example 2:** A traveler is authorized a Rental Car from San Diego, CA to Twenty Nine Palms, CA at a cost to the Government of \$140.00 to include rental fees, taxes and gas. The traveler elects to use a POC to perform travel to the TDY site. The traveler is limited to a maximum of \$140.00 for transportation costs. POC mileage is computed as the number of miles (DTOD) driven multiplied by the rate in effect for automobile in JTR, par. 2600 NTE \$140.

4735:

4735 CONSTRUCTED TRANSPORTATION COST AND PER DIEM COMPUTATION

***A. General.** The Gov't's constructed transportation cost is computed solely on fares/charges for the policy constructed airfare (App A) between authorized points if air transportation is determined as more advantageous. See par. 4710-C. Otherwise, see subpars. C-F below.

B. *****

C. *****

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited solely to the bus transportation cost. See par. 4710-C.

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***E. Constructed Cost Comparison by Rental Car.**

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1. When commercial accommodations and Gov't furnished automobile are not provided/available between origin and destination points; or.

2. An administrative determination is made that a rental car is more economical.

3. The reimbursement is limited to the cost for the lowest cost rental service (see par. 3330) and reimbursement in par 2830-C.

***F. POC Transportation.** The constructed POC transportation cost includes transportation expenses for:

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1. The traveler claiming mileage, and

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2. A traveler(s) performing official travel as a passenger in the same conveyance.

G. Reimbursement.** TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount. ***Reimbursable expenses associated with driving a POC (e.g., parking, tolls) are not authorized.

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4775-A:

***A. General.** POC use:

1. Is authorized when to the Gov't's advantage.

2. Is to the Gov't's advantage when the AO determines that common carrier, Gov't furnished automobile, or rental car transportation is not available or its use is not to the Gov't's advantage.

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3. Authorization (see App A) is ordinarily made in advance of travel.

4795:

***4795 GOV'T FURNISHED AUTOMOBILE AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T**

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***A. General.** When a Gov't furnished automobile is available and its use is advantageous to the Gov't, but the traveler uses a POC, the traveler is reimbursed at the "Other Mileage Rate" in par. 2600.

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***B. Exception.** If the AO determines that Gov't furnished automobile use would be more expensive, due to unusual circumstances, the traveler may be authorized reimbursement NTE the mileage rate for POC use (airplane, automobile, or motorcycle as appropriate) in par. 2600. See [FTR §301-10.310](#).

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***C. GOV'T FURNISHED AUTOMOBILE, Makes the Trip.** When a traveler is directed to use a Gov't furnished automobile, as a passenger or as a driver, with one or more other travelers, but instead uses a POC, mileage reimbursement is not authorized if the Government furnished automobile made the trip without the traveler.

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***D. Reimbursable Expenses.** See POC Use on TDY, in [par. 2810-G](#) for reimbursable expenses when a POC is used on official travel.

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APP A:

***GOVERNMENT FURNISHED AUTOMOBILE.** An automobile (or "light truck," as defined in [41 CFR 101-38](#) including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

***3.** Leased by the Gov't for 120 or more days from a commercial firm.

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