MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 58-17(I) -- Change Title of Paragraph and Add Clarifying Language

1. SYNOPSIS: This item changes the title of JTR, par. 020315-N to more accurately reflect the content of the paragraph and clarifies JTR, par. 020312-A3.

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

3. This revision was initiated by Travel Policy Reform Team.

4. These changes are scheduled to appear in the JTR, dated 1 June 2017.

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

6. Action Officer: Debbie Wells (Debbie.l.wells.civ@mail.mil).

//Approved//
VELDA A. POTTER
Regulations Lead, Policy & 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

020315:

N. Travel on a Non-workday to a Location Other than the PDS. A traveler is authorized per diem on a non-duty or non-workday away from a TDY site at a location other than the residence or PDS for personal reasons. Transportation costs are not authorized and the per diem is limited to the amount the traveler would have received at the TDY site. See par. 033301 for effect of leave or administrative absence on per diem.

020312:

A. Authorized Returns.

3. The AO may authorize or approve lodging retained at the TDY location during the authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler’s convenience. Retained lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate. When flat rate is paid at the TDY location, the actual out-of-pocket expense, limited to the lodging portion of the reduced flat-rate, is paid as a reimbursable expense.
The following pages are the same policy preceding this page but showing tracked changes.
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Rev 1

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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
020315:

N. **Effect of Leave or Administrative Absence on Per Diem Travel on a Non-workday to a Location Other than the PDS.** A traveler is authorized per diem on a non-duty or non-workday away from a TDY site at a location other than the residence or PDS for personal reasons. Transportation costs are not authorized and the per diem is limited to the amount the traveler would have received at the TDY site. [See par. 033301 for effect of leave or administrative absence on per diem.](#)

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A. **Authorized Returns.**

3. The AO may authorize or approve lodging retained at the TDY location during the authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler’s convenience. Retained lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate. When flat rate is paid at the TDY location, see 020311, “Flat Rate Per Diem Reimbursement During TDY.” No M&IE is payable at the TDY location the actual out-of-pocket expense, limited to the lodging portion of the reduced flat-rate, is paid as a reimbursable expense.