



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/dlw

30 November 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 59-15(R) -- Establish an Exemption to Flat Rate Per Diem M&IE

1. **SYNOPSIS:** Adds an exception to the flat rate per diem policy for meals and incidental expenses (M&IE) in foreign OCONUS locations. It allows travelers to receive the full per diem rate for M&IE when conditions seriously affecting the mission, health, welfare, and safety of the traveler would result in extreme personal hardship.
2. The Committee Chair has approved the attached changes to the Joint Travel Regulations, made in MAP/CAP 59-15.
3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in JTR, dated 1 January 2016.
5. This determination is *effective on 30 November 2015*, when it was approved by the Chair.
6. Action Officer: Debbie Wells (debbie.l.wells.civ@mail.mil).

//Approved//

TONIA BOCK

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) PPC

Civilian E-Mail Distribution:

CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) CBCA Judges

JTR PROPOSED REVISIONS:

4250:

B. Exceptions and Additional Factors. The following circumstances may affect per diem reimbursement:

*8. The M&IE portion of flat-rate per diem may be waived in advance when the mission, health, welfare, or safety of the traveler TDY to a foreign location would result in extreme personal hardship if the M&IE were reduced. The COCOM/JTF Commander may authorize payment of the full locality rate M&IE when the reduced flat rate M&IE is not sufficient. Authority may not be delegated below the three-star GO/FO deputy/vice commander level. The Secretarial Process for each Service may authorize full per diem M&IE for a traveler who is not located in or part of the COCOM's/JTF's AOR, but is operating in a support capacity or located in the COCOM/JTF AOR. Full per diem M&IE requests may be authorized, only in advance of the dates required. All authorizations for payment of full M&IE for TDYs over 30 days must be reported to the PDTATAC, Chief.

a. Requirements. *Commands must approve requests in advance (i.e., before the days on which the higher rate is needed).* Before approval is granted, all requests must first be supported by substantiating documentation (e.g., from local Embassy Security Officer or Medical Officer) explaining how the mission, health, welfare, or safety of the traveler TDY to a foreign location would result in extreme personal hardship if the M&IE were reduced.

b. Actual Expense Reimbursement. In the event that conditions necessitating full locality M&IE are not known in advance and advance authorization is not possible, authorizations for payment of full locality M&IE may include approval for payment of actual expenses for meals and incidental expenses, up to the locality rate, for days prior to the authorization for payment of the locality M&IE per diem.

c. Submission Process. The authorizing COCOM or Service shall report each exception, to include the TDY dates for which a full per diem M&IE is required, unclassified site locations, average cost of meals and incidental expenses, and number of personnel affected to the PDTATAC, Chief. Three submission options are available:

(1) Email: From the command to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil

(2) Mail:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000 or,

(3) FAX: From the command to (571) 372-1301.

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



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