



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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PDTATAC/tgh

13 May 2016

MEMORANDUM FOR

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SUBJECT:

UTD/CTD for MAP/CAP 065-16(E) – Establish Waiver from Using the Defense Table of Official Distances (DTOD) for the Defense Travel Modernization Pilot Program

1. **SYNOPSIS:** Establish authority for the Department of Defense to pilot using commercially available mileage software for computing mileage payments for temporary duty travel.

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

3. This revision was initiated by the DTMO Policy Reform Team.

4. These changes are scheduled to appear in the JTR, dated 1 July 2016.

5. This determination is *effective on 13 May 2016*.

6. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//Approved//

**JOEL T. RIDENOUR**

Acting Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

**Uniformed E-Mail Distribution:**

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## JTR REVISIONS

### \*Chapter 1, TOC: (New)

#### 1255 Department of Defense Travel System Pilot

- A. Authority
  - B. Eligibility
  - C. Scope
  - D. Reimbursement
- 

### \*1255: (New)

*Effective 13 May 2016*

#### 1255 DOD TRAVEL SYSTEM PILOT

A. Authority. Pursuant to 37 USC §454 the DoD intends to conduct a Travel System Pilot. In April 2015, DoD Senior Leadership selected Defense Travel System Modernization as the subject of a two-week “discovery sprint” led by the United States Digital Service – an initiative of the Executive Office of the President that provides consultation services to federal agencies with the goal to make government services simple, effective, and efficient. Recommendations included implementing a Commercial-off-the-Shelf, Software as a Service based solution for travel reservations and expense management.

B. Eligibility. A small sample of the user community will pilot the solution, with an understanding that additional oversight will be needed for these users. *This Pilot does not apply to USCG, PHS, or NOAA personnel.*

C. Scope. The DoD Travel Modernization Pilot will operate for approximately 18 months and the initial phase of the pilot will focus on short duration business TDY and other phases will focus on other types of travel with the potential to phase out legacy systems.

#### D. Reimbursement

1. Per diem, lodging, meals and incidental expenses will be reimbursed in accordance with the JTR.
2. Transportation expenses will be reimbursed in accordance with the JTR, with the exception that all mileage will be computed using a commercially-available mileage computation program. TDY mileage (station to station) will be determined based on calculations from physical address to physical address, zip code to zip code or city to city. Local and terminal transportation mileage will be determined based on calculations from physical address to physical address or using odometer readings.