



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tlw

4 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 67-15(I) -- Reimbursable Fees ICW
Visas and Passports

1. **SYNOPSIS:** This item rewrites information on passport, visa, green card, photographs, physical exams, and legal services in par. 2830 to clarify current language.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by PDTATAC Staff.
4. These changes are scheduled to appear in the JTR, dated 1 July 2015.
5. **This determination is effective when printed in the JTR.**

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 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services

A. Eligibility. The following persons are eligible for reimbursement of expenses ICW passports, visas, green cards, photographs, physical exams, and legal services under the applicable circumstances.

1. Uniformed Members

- a. TDY. When necessary for performing TDY in a foreign location,
- b. PCS. When assigned to a foreign OCONUS area and required for initial or continued assignment, or

2. Civilian Employees (US Citizens Only)

- a. TDY. When necessary for performing TDY in a foreign location,
- b. PCS. When assigned to a foreign OCONUS area under a service/renewal agreement and required for initial or continued assignment.

3. Civilian Employees (Non-US Citizens, Including Local Hire Foreign Nationals). Reimbursement is authorized for employees hired locally or transported to a foreign OCONUS area at Gov't expense when expenses are necessary for performing TDY in a location other than their country of citizenship.

4. Dependents (Uniformed Members and Civilian Employees; U.S. Citizens and Foreign Citizens). For PCS travel when:

- a. The dependent's sponsor is assigned to a foreign OCONUS area and required for initial or continued assignment, and
- b. The dependent is authorized travel and transportation allowances to/from a foreign OCONUS area.

5. Acquired Dependent (Uniformed Members Only). A member serving an unaccompanied OCONUS tour who acquires a dependent, OCONUS, is authorized reimbursement for the acquired dependent only when:

- a. Par. 9000-A2 or 9000-A3 applies, and/or
- b. The dependent qualifies for travel and transportation from the OCONUS PDS IAW par. 5124.

6. Emergency Technical Support Personnel (Uniformed Member or Civilian Employee). When directed by the AO and necessary for performing TDY in a foreign location.

B. Reimbursable Expenses Details and Requirements

1. Biometric Fees

- a. Biometric fees, that are mandatory for passport and/or visa issuance, are reimbursable.
- b. Biometric data collects the traveler's measurable physical/behavioral characteristics that can be used to:
 - (1) Verify the individual's identity, or
 - (2) Compare the identity against other entries when stored in a database.

c. Examples of biometric data are face recognition, fingerprints, and iris scans.

2. Dependent Fee. A dependent fee is reimbursable except ICW personal travel. An example of a dependent fee is the United Kingdom Entry Clearance Fee.

3. Legal Service Fees

a. Legal Services. Legal services include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for:

- (1) A passport,
- (2) Mandatory biometric visa requirements,
- (3) A visa,
- (4) A green card, or
- (5) Changes in status.

b. Authorized Expenses. Legal service expenses are reimbursable if local laws and/or customs require the use of lawyers in processing applications.

c. Expenses Not Authorized. Legal service fees, for personal expenses, are ***not authorized***. These fees include services for:

- (1) Acquired dependent(s),
- (2) Adoption,
- (3) DHS/INS document processing fees,
- (4) Server fees,
- (5) Dependent custodial matters, or
- (6) Fees for similar circumstances.

4. Medical Expenses. Medical expenses ***are not reimbursable***, except for disease prevention measures such as inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis).

5. Passport Fees

a. There are three types of U.S. passports:

- (1) Passport Book. A regular passport that can be used for all international travel.
- (2) Passport Card. Limited to departure/entry to/from the U.S. through land; and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda. A passport card is not authorized for international air travel.
- (3) E-Passport. A regular passport book with electronic biometric data. An E-Passport can be used for all international travel.

b. An official traveler ordinarily travels on a no fee passport.

c. Passport fees are reimbursable when travel is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport.

d. Those traveling solely by MILAIR or AMC charter flight **are not reimbursed** for regular fee passports **unless**:

(1) Gov't transportation became available after commercial travel arrangements were made and a passport was purchased; or

(2) The travel priority is sufficiently high to require backup travel arrangements that cannot include city pair reservations.

6. **Physical Examination Fees**. Physical examination fees:

a. Are reimbursable when required to obtain a visa and the examination cannot be obtained at a Gov't medical facility ([GSBCA 15435-RELO, 9 April 2001](#)).

b. For a dependent are reimbursable, except ICW personal travel (e.g., the United Kingdom Entry Clearance Fee is a reimbursable fee).

C. **Travel Order for Visas and Physical Examinations**. A travel order (par. 2210 and App I2) should be issued to authorize/approve travel and transportation at Gov't expense to:

1. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory, and/or

2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.

D. **Travel to Obtain Required Documents**. Travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).

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



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- (2) Mandatory biometric visa requirements.
- (3) A visa.
- (4) A green card, or
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d. Those traveling solely by MILAIR or AMC charter flight *are not reimbursed* for regular fee passports *unless*:

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1. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory, and/or

2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.

D. Travel to Obtain Required Documents. Travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).

1. Reimbursement Eligibility

a. General. Reimbursement is authorized for a:

(1) Member,

(2) Employee, and

(3) Dependent (member's and/or employee's),

b. **Uniformed Members Only.** Reimbursement is authorized for a member who is:

(1) Assigned to a foreign OCONUS area,

(2) Required to obtain/renew:

(a) A passport,

(b) Mandatory biometric visa requirements, and/or

(c) Visas

for continued assignment in a foreign OCONUS area, or

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~~(3) Emergency Technical Support Personnel.~~

~~e. **Civilian Employees Only.** Reimbursement is authorized for an employee who is:~~

~~(1) A U.S. citizen (required when serving under a transportation/renewal agreement in a foreign country, **but not for TDY or a dependent**);~~

~~(2) Hired locally or transported to a foreign OCONUS area at Gov't expense;~~

~~(3) Serving under a service/renewal agreement, and~~

~~(4) Required to obtain/renew:~~

~~(a) A passport;~~

~~(b) Mandatory biometric visa requirements, and/or~~

~~(c) Visas~~

~~for continued assignment in a foreign OCONUS area, or~~

~~(5) Emergency Technical Support Personnel.~~

~~d. **Dependent** (Member's or Employee's). Reimbursement is authorized for a dependent that is:~~

~~(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or~~

~~(2) Required to obtain/renew:~~

~~(a) A passport;~~

~~(b) Mandatory biometric visa requirements, and/or~~

~~(c) Visas~~

~~for the sponsor's continued assignment in a foreign OCONUS area, or~~

~~5. **Emergency Technical Support Personnel**~~

~~a. A command/activity may be required to have emergency technical support personnel available for official travel on short notice.~~

~~b. Emergency technical support personnel may be reimbursed for preparation expenses/fees, if directed, in writing by the AO, to maintain current passports, mandatory biometric visa requirements, and/or visas/or green cards. These expenses include:~~

~~(1) A passport;~~

~~(2) Mandatory biometric visa requirements;~~

~~(3) A visa;~~

~~(4) A green card;~~

~~(5) Photographs for OCONUS travel, and~~

~~(6) Physical examinations required to obtain a visa if examinations could not be obtained at a Gov't medical facility.~~

6. Legal Service Fees

~~a. Expenses for legal services are reimbursable if local laws and/or customs require the use of lawyers in processing applications.~~

~~b. These services include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for:~~

- ~~(1) A passport;~~
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- ~~(5) Changes in status.~~

~~c. Reimbursement of legal service fees for personal expenses is not authorized. These fees include services for:~~

- ~~(1) Acquired dependent(s);~~
- ~~(2) Adoption;~~
- ~~(3) DHS/INS document processing fees;~~
- ~~(4) Server fees;~~
- ~~(5) Dependent custodial matters, or~~
- ~~(6) Fees for similar circumstances.~~

~~7. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are not reimbursable, except for disease prevention measures such as inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis).~~

8. Passport Fees

~~a. There are three types of U.S. passports:~~

- ~~(1) Passport Book. A passport book is a regular passport that can be used for all international travel.~~
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~~11. Travel Not Required. Travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).~~