



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

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/dlw

29 June 2016

MEMORANDUM FOR           SEE DISTRIBUTION

SUBJECT:                    UTD/CTD for MAP/CAP 70-16(E) -- Eliminate CTO Transaction Fee Reimbursement

1. SYNOPSIS: This item eliminates reimbursement of the CTO transaction fee when DTS or a CTO are available, but not used by the traveler. When DTS or an available CTO are not used, the transaction fee for personally procured transportation and/or lodging from other than a CTO may not be reimbursed.
2. These changes are scheduled to appear in the JTR, dated 1 August 2016.
3. This determination is effective when printed in the JTR.
4. Action Officer: Debbie Wells ([Debbie.l.wells.civ@mail.mil](mailto:Debbie.l.wells.civ@mail.mil)).

*//Approved//*

**JOEL T. RIDENOUR**

Chief, Policy and Regulations Branch

Attachment:

Rev 2

**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:**

### **2415-B:**

\* B. Transaction Fee Reimbursement. *When an available CTO is not used*, the transaction fee *for personally procured transportation* or lodging from other than a CTO *may not be reimbursed*.

### **3045-C:**

\*3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a part of the transportation cost. When an available CTO is not used, the transaction fee for personally procured transportation from other than a CTO may not be reimbursed.

### **T4025-D:**

#### D. Transportation Reimbursement

\*3. Transaction Fee Reimbursement. When an available CTO is not used, the transaction fee for personally procured transportation or lodging from other than a CTO may not be reimbursed. When a CTO is not available, the transaction fee incurred for arranging transportation and/or lodging is a Reimbursable Expense (see App G).

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



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## JTR REVISIONS:

### 2415-B:

\* B. Transaction Fee Reimbursement. ~~When an available CTO is not used and no transaction fee is included in the Gov't/Gov't procured transportation, the transaction fee for personally procured transportation or lodging from other than a CTO may not be reimbursed, as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the Gov't/Gov't procured transportation cost.~~

### 3045-C:

\*3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a part of the transportation cost. When an available CTO is not used, the transaction fee for personally procured transportation from other than a CTO may not be reimbursed.

### T4025-D:

#### D. Transportation Reimbursement

\*3. Transaction Fee Reimbursement. When an available CTO is not used, the transaction fee for personally procured transportation or lodging from other than a CTO may not be reimbursed. When a CTO is not available, the transaction fee incurred for arranging transportation and/or lodging is a Reimbursable Expense (see App G).

*~~Note: The cost paid by the Gov't for Gov't/Gov't procured transportation and/or lodging, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation and/or lodging. A CTO transaction fee incurred by a member/employee is reimbursable under App G. When an available CTO is not used and no transaction fee is included in the Gov't/Gov't procured transportation and/or lodging, the transaction fee for personally procured transportation and/or lodging from other than a CTO may be reimbursed NTE the Gov't/Gov't procured transportation cost.~~*