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).

//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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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.*