MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 073-17(I) -- JTR Maintenance

1. **SYNOPSIS:** Clarifies language within the revised JTR. Also, moves language from the appendices in order to remove Appendix E and G.

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

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

4. These changes are scheduled to appear in the JTR, dated 1 July 2017.

5. This determination is effective when printed in the JTR.

6. Action Officer: Christopher Woods (christopher.m.woods2.civ@mail.mil).

//Approved//

DONNA K HADDIX
Chief, Policy & 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

Introduction:

EFFECTIVE DATE OF REGULATION CHANGES

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010201-C3:

3. A traveler, AO, or electronic system must provide the TMC a copy of the travel authorization before ticketing. However, a TMC may issue tickets for official travel authorized by proper verbal, letter, or message authority if travel must begin or is performed before a written travel authorization issued. The AO is responsible for providing a confirmatory travel authorization to the TMC.

020209-Note:

Note: See DTMO rental car agreement, and DTR, 4500.9-R, Part 1 for further instructions and guidance for the rental vehicle selection. A rental vehicle is limited to official purposes, including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the traveler’s subsistence, health, or comfort.

0204:

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<td>2. Expedited delivery charges for the GTCC—when the AO authorizes or approves.</td>
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<td>6. Foreign currency conversion fees, including cash conversions if necessary (based on the currency exchange rate at which an authorized expense was charged). Fees charged by hotels and restaurants when the GTCC is charged using U.S. dollars instead of the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipts as part of the overall cost for the OCONUS expenses. Losses from currency conversion are not reimbursed.</td>
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<td>7. Charges for immunizations, inoculations, and other disease-preventive medical prophylaxes that are required for official travel OCONUS, but are not available through a Federal dispensary. Only the cost of the immunization or inoculation is reimbursable, not the medical office visit.</td>
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<td>For costs related to a change in status or obtaining a visa, passport, or green card, when required for official travel, reimbursement is authorized for: required photographs; mandatory biometric fees; dependent fees (for example, United Kingdom Clearance fee); legal fees, if required by local laws and customs for obtaining and processing applications; inoculations and other disease-preventive measures (see item 7). Lawyer retainer fees are not reimbursable. Official travel is normally on a no-fee passport. The AO may authorize use of a tourist passport when travel is to a high-threat or high-risk airport by commercial air... Check the DoD Foreign Clearance Guide for requirements and warnings before traveling to foreign countries, <a href="https://www.fcg.pentagon.mil/fcg.cfm">https://www.fcg.pentagon.mil/fcg.cfm</a>.</td>
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<td>12.</td>
<td>Automatic teller machine fees in locations OCONUS only when the AO authorizes the expense in advance and after it was approved through the Secretarial Process by no lower than an O-6 or equivalent. The traveler must document that the GTCC cannot be used for security or local infrastructure reasons when traveling OCONUS. The reimbursement is limited to the fees that the traveler could incur, based on the amount of cash advance that was authorized in the travel authorization.</td>
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<td>13.</td>
<td>The AO may authorize or approve reimbursement for the following costs related to military working dogs: Transportation cost of a military working dog, whether included in the handler’s fare or when billed separately to transport the dog as cargo. Kennel-handling fees at the air terminal for military working dogs. Lodging fees and kennel handling fees at an airport or place of lodging for a military working dog. Cleaning fees for a rental vehicle when transporting a military working dog.</td>
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<td>Baggage fees for intermodal transfers—when an AO authorizes or approves. The fee must not exceed the customary local rates, must be explained, and must involve baggage transfer between authorized transportation modes.</td>
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<td>15.</td>
<td>A civilian employee may be authorized POV tax and license fees if required by the state. The POV use must be to the Government’s advantage. The civilian employee’s PDS must not be the state where he or she is on TDY.</td>
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<td>Driver (vehicle services)—when the AO authorizes or approves</td>
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030201-D:

D. Funds Advance. Advance payment of discounted conference registration fees (Federal Travel Regulation (FTR) §301–74.25) is a common practice when conference planners offer discounted “early bird” registration fees, which are available in the months before the conference begins. If an individually billed Government Travel Charge Card (GTCC) is used to take advantage of such specials, a traveler should receive a verbal or written authorization to register early and charge the conference registration fee to the GTCC. A written authorization to attend the conference is required to claim reimbursement for the discounted conference registration fee as soon. When the authority to register early is verbal, the written authorization must reference the verbal authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees, such as a Government Purchase Card.

0305:

Invitational travel authorizations (ITA), see Appendix A1, should be issued judiciously to ensure prudent use of Government funds. A statement must be included on the ITA specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication are insufficient to accomplish travel objectives. A sample ITA is contained in Appendix X.

030501-A:

A. Eligibility. A traveler on invitational travel must be serving without compensation or for $1 a year, or be a volunteer covered by 10 U.S.C. §1588. The person cannot be employed by the Government or employed by the
Government as an expert or consultant more than intermittently, paid on a daily basis when actually employed under 5 U.S.C. §5703, nor be a contractor’s employee traveling in the performance of the contract (see Appendix X). An AO may authorize invitational travel using an ITA when:

**030501-A10:**

10. A spouse is authorized to travel.

   a. *****

   b. The spouse of a Service member or civilian employee is traveling for unquestionably mission essential reasons and there is a benefit for DoD beyond fulfilling a representational role. Individuals on invitational travel for this reason are authorized the standard travel and transportation allowances specified in Chapter 2 for DoD civilian employees.

   c. On a case-by-case basis, Code 2 civilians, four-star General Officers or Flag Officers, and certain three-star General Officers or Flag Officers serving outside the continental United States (OCONUS) or as a Combatant Commander (CCDR), as specified in DoD Directive (DoDD) 4500.56, “DoD Policy on the Use of Government Aircraft and Air Travel,” may authorize or approve transportation, per diem, or other expense allowances for their spouses. Spousal travel when authorized or approved must adhere to the criteria in DoDD 4500.56, “DoD Policy on the Use of Government Aircraft and Air Travel” and DoD Instruction 4515.13, “Air Transportation Eligibility.” This authority does not constitute blanket approval authority.

**030901:**

030901. Receive Federally or Non-Federally Sponsored Honor Award

A. **Eligibility.** A Service member or civilian employee may be authorized travel allowances to receive an honorary award sponsored by a Federal or non-Federal organization if the award is closely related to the traveler’s official duties and the Service or Agency’s functions or activities (55 Comp. Gen. 1332 (1976)). When attendance at the meeting or convention at which the award is given was authorized or approved for another reason, no further authorization is required for the traveler to accept the award.

**5500-D:**

D. **Travel Orders.** Expenses incurred before receipt of a written or verbal order are not reimbursable unless the DoD Agency has manifested a clear “administrative intent” to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement (CBCA 3294-RELO, 29 May 2013). See App I for travel order issuance.

**6005-G:**

G. **Written Order**

   1. *****

   2. Under emergency circumstances, a verbal order may be given by any medium (including telephone).
3. When a verbal order is given, the AO must promptly issue a confirmatory written order, including the verbal order date, IAW par. 010206.

**6075-E:**

E. Written Order. Due to the emergency situations as defined in par. 6075, evacuation travel may be required to begin before a written order can be issued. Under these circumstances a verbal order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written order, including the verbal order date IAW par. 010206.

**6560-sec, 610-h:**

h. Evacuation order means either a verbal or written communication which authorizes or orders the departure from the post of assignment.

**6580- Sec 550.402 (i):**

(i) Order to evacuate means a verbal or written order to evacuate an employee and/or that employee’s dependents from an assigned area.

**App A1:**

**PRIMARY RESIDENCE OF RESERVE COMPONENT (RC) MEMBER.** For an RC member ordered to active duty, the primary residence is the dwelling (e.g., house, townhouse, apartment, condominium, mobile home, houseboat, vessel) where the RC member resides before being ordered to active duty.

1. *****

2. The primary residence location determines the RC member’s travel and transportation allowances. The Services’ administrative policy shall ensure the location is known prior to notification (verbal or written) of the call to active duty travel order. Refer to par. 010206 regarding modification to travel authorization.

3. *****

**App E:**

Editor’s Note: Remove Appendix E

**App G:**

Editor’s Note: Remove Appendix G

**App I-B1:**

d. Exceptions

(1) When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate
for fund approval purposes, an AO’s authorization may be:

(a) Verbal,

(b) *****

App I-B2:

2. Confirmatory Travel Order

   a. If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper verbal, letter, or message authority.

   b. *****

App R-H:

H. Advance Payment of Discounted Conference Registration Fee (FTR §301–74.25)

   1. General. It is a general practice for conference planners to offer discounted “early bird” conference registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given verbal or written order to register early, charge the conference registration fee to the GTCC IBA, and claim reimbursement for the discounted conference registration fee as soon as a written order to attend the conference has been generated. When the authority to register early is verbal, the written order must reference the verbal authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees (e.g., Gov’t purchase card (not a GTCC)).
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030501-A10:

10. A spouse is authorized to travel.
   a. *****
   b. The spouse of a Service member or civilian employee is traveling for unquestionably mission essential reasons and there is a benefit for DoD beyond fulfilling a representational role. Individuals on invitational travel for this reason are authorized the standard travel and transportation allowances specified in Chapter 2 for DoD civilian employees.
   c. On a case-by-case basis, Code 2 civilians, four-star General Officers or Flag Officers, and certain three-star General Officers or Flag Officers serving outside the continental United States (OCONUS) or as a Combatant Commander (CCDR), as specified in DoD Directive (DoDD) 4500.56, “DoD Policy on the Use of Government Aircraft and Air Travel,” may authorize or approve transportation, per diem, or other expense allowances for their spouses. Spousal travel when authorized or approved must adhere to the criteria in DoDD 4500.56, “DoD Policy on the Use of Government Aircraft and Air Travel,” and DoD Instruction 4515.13, “Air Transportation Eligibility.” This authority does not constitute blanket approval authority.

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6005-G:

G. Written Order
   1. *****
   2. Under emergency circumstances, an oralverbal order may be given by any medium (including telephone).
3. When an oralverbal order is given, the AO must promptly issue a confirmatory written order, including the oralverbal order date, IAW par. 010206.

6075-E:

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1. *****

2. The primary residence location determines the RC member’s travel and transportation allowances. The Services’ administrative policy shall ensure the location is known prior to notification (oralverbal or written) of the call to active duty travel order. Refer to par. 2205010206 regarding modification to travel authorization.

3. *****

App E:

Editor’s Note: Remove Appendix E

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(1) When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate
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(b) *****

**App I-B2:**

2. **Confirmatory Travel Order**

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**App R-H:**

H. **Advance Payment of Discounted Conference Registration Fee (FTR §301–74.25)**

1. **General.** It is a general practice for conference planners to offer discounted “early bird” conference registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given **oral verbal** or written order to register early, charge the conference registration fee to the GTCC IBA, and claim reimbursement for the discounted conference registration fee as soon as a written order to attend the conference has been generated. When the authority to register early is **oral verbal**, the written order must reference the **oral verbal** authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees (e.g., Gov’t purchase card (not a GTCC)).