



**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/tgh

7 June 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 074-16(I) – Remove Potable Water and Ice from the  
Incidental Expense Portion of Per Diem

1. **SYNOPSIS:** Removes potable water and ice as part of the incidental expense portion of per diem. Per 28 Comp. Gen. 627, May 2, 1949, the cost of potable water and ice are part of the expense of subsistence and may not be reimbursed separately unless an actual expense of subsistence is authorized and no other 'available free supply' of water can be used. Potable water and ice are to be considered as part of the meal portion of per diem.
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 August 2016.
5. This determination is effective when printed in the JTR.
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:**

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-G:

**Physical Examination Fees ICW a Visa.** See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.

**\*Potable Water and Ice.** Potable water and ice are subsistence expenses covered by per diem and are not reimbursable as a separate travel expense ([28 Comp. Gen. 627 \(1949\)](#)).

**Prepaid Phone Cards/Cell Phones.** Prepaid phone cards and prepaid cell phones are mission related expenses but are ***not reimbursable*** as a separate travel expense. See Communication Services.

### APP A1:

#### PER DIEM ALLOWANCE

A. General. \*\*\*\*\*

B. Expenses. \*\*\*\*\*

C. Lodging. \*\*\*\*\*

D. Meals. \*\*\*\*\*

E. Incidental Expenses

\*1. Authorized. Incidental expenses include:

a. – c. \*\*\*\*\*

\*d. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.

\*e. Expenses related to lodging that are listed in the room account;

\*f. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider.

\*g. Transportation tips for courtesy transportation (e.g., hotel, park and ride or airport shuttles). See par. 2830-G2 for taxi cab/limousine.

2. Not Authorized. \*\*\*\*\*

### APP G-B:

**NON-REIMBURSABLE  
OFFICIAL TRAVEL EXPENSES**

ATM use
Baggage check-in fee, curbside
Communication services
Laundry/dry cleaning expenses
Medical fees
Mission related expenses
Passport fees for an acquired dependent (Members Only)
Personal expenses
Phone calls, official
*Potable water and ice
Prepaid phone cards/cell phones
Registered traveler membership fee
Insurance, personal accident
Insurance, rental car (U.S./non-foreign OCONUS location)
Rental car damage ICW non-official business
Rental equipment purchase
Tips aboard commercial ships
Tips, baggage handling
Tips for handling Gov't property
Tips ICW Courtesy Transportation (e.g., hotel, park and ride or airport shuttles)

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



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