



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

27 July 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 083-16(E) -- Remove Transportation from the
Incidental Expense (IE) Portion of Per Diem

1. **SYNOPSIS:** Removes transportation costs from the IE portion of per diem based on FTR amendments 2011-03 (interim rule) and 2012-01 (final rule). Transportation costs are considered a separate reimbursable expense in accordance with FTR part 301-10.
2. These changes are scheduled to appear in the JTR, dated 1 September 2016.
3. This determination is effective when printed in the JTR.
4. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil)

//Approved by Velda Potter for//

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

APP A1:

PER DIEM ALLOWANCE

A. - D. *****

E. Incidental Expenses

*1. Authorized. Incidental expenses include:

a. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 7815-F4, regarding baggage-handling costs incurred ICW a traveler's disability/special need.

b. Laundry/dry cleaning, and/or pressing of clothing regardless of location.

*c. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)).

*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. *****

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



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~~b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. 2810 C.~~

~~e.~~—Laundry/dry cleaning, and/or pressing of clothing regardless of location.

~~*cd.~~ Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)).

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

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