



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 095-16(E) -- Language Correction - 'Should' to 'Must'

1. **SYNOPSIS:** Strengthens the language in the JTR changing the word 'should' to 'must' in various circumstances. This is done in order to make the JTR more directive in nature for various requirements.
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

4110-C4:

*4. Traveler Charged for Meals

a. *****

*b. The AO must:

- (1) Set the meals portion of per diem equal to the anticipated expenses, and
- (2) State, in the order, the circumstances warranting the rate.

4130-L:

*L. Online Booking Tool

*1. General. A traveler must:

- a. Follow Service/DoD Component procedures for making lodging reservations, and
- b. Reserve a room directly with the hotel/chain, if authorized by the Service/DoD Component. This includes using the hotel's online website.

2. *****

4310-B:

*B. AEA:

1. May be authorized before travel begins, or approved after travel is performed; **(except for an AEA under par. 4335, for members only, which may be authorized only in advance of travel)**;
- *2. Must be stated in the travel order when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);
4. Should be uniform (if possible) among travelers traveling at Gov't expense when they travel together and/ or to the same place at which an AEA is warranted.

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



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