



**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/dlw

24 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 100-15(I) – Add Wording to JTR to Reinforce Requirement

1. **SYNOPSIS:** This item changes the wording in JTR, par. 4250-A1c to reinforce the requirement that a traveler is obligated to contact the Commercial Travel Office (CTO) for assistance if they are unable to arrange suitable commercial lodging on their own for a long-term TDY assignment of 31-180 days at one location. If the CTO is unable to arrange suitable lodging at the reduced per diem rate, then the authoring/approving official (AO) may authorize actual lodging, not to exceed the locality per diem rate, in accordance with JTR, pars. 4130 and 4155, but the M&IE is paid at the 75% or 55% rate.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in the JTR, dated 1 October 2015.
5. This determination is effective when printed in the JTR.

*//Approved//*

**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**

### **4250-A1c:**

\*c. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO must be contacted for assistance. If the CTO is unable to arrange suitable lodging at the reduced per diem rate, then the AO may authorize actual lodging, not to exceed the locality per diem rate, in accordance with par. 4130 and 4155, but the M&IE is paid at the 75% or 55% rate.

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



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## JTR REVISIONS

### 4250-A1c:

\*c. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO ~~should~~must be contacted for assistance. If the CTO is unable to arrange suitable lodging -at the reduced per diem rate, then the AO may authorize actual lodging, not to exceed the locality per diem rate, in accordance with par. 4130 and 4155, but the M&IE is paid at the 75% or 55% rate.