



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

Note: This item was changed from an (R) item to an (E) item as approved unanimously by the MAP and CAP members.

PDTATAC/tgh

9 November 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 106-15(E) – Checked Baggage Fees

1. SYNOPSIS: Authorizes reimbursement for the first checked bag when not included in the transportation ticket price. The AO may authorize or approve charges for the second or subsequent bag when necessary and in the Government's interest. This is in accordance with FTR, par. §301-12.2.
2. These changes are scheduled to appear in the JTR, dated 1 December 2015.
3. This determination is *effective on 28 October 2015*.
4. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//Approved//

TONIA BOCK

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:

Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage:

- *1. Transportation costs may be authorized/approved by the AO (par. 3105), except authorization/approval is not required for the first checked bag.
2. Applies to any bag accompanying the traveler for which the airline charges a fee.

Baggage Expenses (See App A1 for definition of 'baggage')

- *1. Fees for the first checked bag are reimbursed. Any additional cost for excess weight or size must be authorized/approved.
- *2. Reimbursement may be authorized/approved for travel and transportation related baggage handling expenses.
- *3. Expenses for baggage that accompanies a traveler, without cost on a transportation ticket (e.g., a baggage transfer fee) may be authorized/approved.
- *4. Baggage related charges may be reimbursed when the Service/DoD Component determines the expenses are necessary and in the Gov't's interest.
- *5. Baggage expenses are not reimbursable when the bags and their contents are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not ICW official travel (e.g., golf clubs, presents).

Baggage Handling Tips. *****

3100:

A. General

1. This par. prescribes transportation authority for:
 - a. Accompanied baggage transported free on a transportation ticket, and
 - *b. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.
- *2. Charges (if imposed by the carrier) for the first checked bag are a reimbursable miscellaneous expense. Charges for a second or subsequent bag may be authorized or approved by the AO when determined necessary and in the Government's interest.
- *3. See App A for definitions of baggage and baggage, accompanied.
- *4. Rules governing accompanied baggage allowances, and charges for excess accompanied baggage are outlined in the carrier's tariff.
- *5. A traveler should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed, and/or waived service charges for accompanied baggage. [Baggage allowance policy links](#) for airlines are part of GSA's City Pair Program (CPP).

*6. Allowances for free checkable accompanied baggage are in addition to the HHG weight allowances.

*7. See par. 1300-D for lost, delayed, or damaged accompanied baggage claims.

*8. See App G for reimbursement of charges for baggage transferring, storing, checking, and handling.

B. *****

3105:

A. General. Excess accompanied baggage:

1. Is accompanied baggage in excess of the weight, size, or number of pieces allowed by the transportation provider to accompany the traveler at no cost, and

*2. Includes the first piece of accompanied baggage, *if there is a charge for the first piece.*

B. *****

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



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~~*3.~~ See App A for definitions of baggage and baggage, accompanied.

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