



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/dlw

5 May 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 114-15(E)/CAP 114-15(E) – Clarify Multiple Lessees
 Involving Leased/Rented Lodging

1. **SYNOPSIS:** Clarifies reimbursement for a leased/rented lodging (apartment, house, condo, etc.) that is shared with a dependent. The fact that a traveler's dependent(s) may accompany the traveler on TDY, at personal expense, does not increase or decrease the traveler's prescribed per diem rate. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared between official travelers whose names are on the lease/rental agreement/contract is split equally among the lessees.
2. These changes are scheduled to appear in the JTR, dated 1 July 2016.
3. This determination is effective when printed in the JTR.
4. Action Officer: Debbie Wells (Debbie.l.wells.civ@mail.mil).

//Approved//

JOEL T. RIDENOUR

Acting Chief, Strategic Planning and Policy Division

Attachment:
Rev 3

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

4130:

H. Multiple Lessees Involving Leased/Rented Lodging

*1. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared between official travelers whose names are on the lease/rental agreement/contract is split equally among the lessees. Official travelers are not authorized reimbursement for more than their equal share of the lodging payment. Official travelers who accept more spacious lodging to provide lodging for other nonofficial travelers are limited to reimbursement for lodging sufficient to accommodate the official traveler(s).

2. Long term (i.e., not daily) lodging cost is split equally among lessees indicated on a signed lease/rental agreement/contract before the daily reimbursement rate is computed, even though a daily lodging rate is computed for TDY reimbursement.

3. The prorated lodging reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority on the TDY travel order.

4. The applicable daily M&IE rate is not prorated.

5. AEA must be:

a. Authorized/approved by the AO and

b. In the Gov't's interest. See par. 4305.

*I. Dependents Accompanying Traveler on TDY. The fact that a traveler's dependent(s) may accompany the traveler on TDY, at personal expense, does not increase or decrease the traveler's prescribed per diem rate. Authorized per diem (lodging plus M&IE) is calculated as if the traveler were not accompanied by dependents, except that in accordance with subpars. 4130-A7 and -A8, the lodging reimbursement is limited to the cost of lodgings sufficient to accommodate the official traveler(s).

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



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4130:

H. Multiple Lessees Involving Leased/Rented Lodging

*1. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared ~~with between another person(s)~~ official travelers whose names ~~is are~~ on the lease/rental agreement/contract is split equally among the lessees. ~~This includes nonofficial travelers whose name(s) is/are on the lease/rental agreement/contract.~~ Official travelers are not authorized reimbursement for more than their equal share of the lodging payment. Official travelers who accept more spacious lodging to provide lodging for other nonofficial travelers are limited to reimbursement for lodging sufficient to accommodate the official traveler(s).

2. Long term (i.e., not daily) lodging cost is split equally among lessees indicated on a signed lease/rental agreement/contract before the daily reimbursement rate is computed, even though a daily lodging rate is computed for TDY reimbursement.

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