



**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/vap

31 August 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 116-16(E) -- Remove In-House CTO

1. **SYNOPSIS:** Removes the term In-House CTO since they are no longer in use.
2. These changes are scheduled to appear in the JTR, dated 1 October 2016.
3. **This determination is effective when printed in the JTR.**
4. Action Officer: Tim Haddix ([timothy.g.haddix.civ@mail.mil](mailto:timothy.g.haddix.civ@mail.mil)).

*//approved//*

**JOEL T. RIDENOUR**

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:

### 2405-A:

\*A. Making Travel Arrangements. When making travel arrangements, travelers should use a DTMO contracted CTO or a GSA contracted TMC.

### Chapter 3, TOC:

#### **3045 PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT**

- A. Mandatory Policy
- B. Reimbursement Limitations
- C. Transaction Fee
- D. Gov't CTO Is Available
- E. Gov't CTO Is Not Available
- F. \*\*\*\*\*

### 3045:

A. - B. \*\*\*\*\*

#### C. Transaction Fee

\*1. The cost paid by the Gov't for Gov't/Gov't procured transportation through a DTMO contracted CTO frequently includes a transaction fee for arranging the transportation.

2. A CTO transaction fee incurred by a traveler is part of the transportation cost.

3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a part of the transportation cost. When an available CTO is not used, the transaction fee for personally procured transportation from other than a CTO may not be reimbursed.

#### \*D. Gov't CTO Available

\*1. General. When a Gov't CTO (see App A1) is available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the CTO could have provided the required services for the official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the CTO. See also par. 1035.

2. \*\*\*\*\*

#### \*E. Gov't CTO Not Available

\*1. In the very rare circumstance that a Gov't CTO is documented as being unavailable and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the policy constructed commercial transportation cost between authorized points.

2. \*\*\*\*\*

F. \*\*\*\*\*

**APP H3C-D:**

D. Limitations and Restrictions

\*1. Par. 3045-E applies if a Gov't CTO is not available.

2. \*\*\*\*\*

**APP O:**

**T4020 TDY TRAVEL POLICY**

A. \*\*\*\*\*

B. Traveler Rights and Responsibilities

1. - 2. \*\*\*\*\*

\*3. It is *mandatory* that the traveler arranges commercial transportation, rental vehicles (if authorized/approved), through an available CTO per par. 2400 ([CBCA 2956-TRAV, 31 January 2013](#)). DTS estimates the total cost for the trip (a "should cost" estimate) forming the estimated reimbursement basis.

4. \*\*\*\*\*

**T4025 ARRANGING OFFICIAL TRAVEL**

A. \*\*\*\*\*

B. Requirements

\*1. When making travel arrangements, the traveler should use the following in priority order:

a. DTS. Travelers will use the Reservations Module to make commercial lodging and transportation arrangements, or

b. Services available at a DTMO contracted CTO (or GSA contracted TMC in the absence of a DTMO contracted CTO).

\*\*\*\*\*

**APP P2-B2:**

B. City Pair Program Policy FAQs

1. \*\*\*\*\*

**\*2. Do I have to use the contract carrier? Won't any airline do?**

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city pair program and allows the airlines to anticipate the business volume necessary

to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a Gov't traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a Gov't traveler (sometimes called "DG" airfares) are not included in this exception. When Gov't/Gov't contracted transportation through the CTO (App A1) is available, it is still mandatory for the traveler to use those services when arranging official travel.

\*\*\*\*\*

#### **1015-C2q:**

\*q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. 5134-E and 7615-C) **(Members Only)**; and

#### **4110-D:**

##### **\*D. Corps of Engineers Floating Plant**

\*1. Meals Furnished at No Cost. Per diem is not payable if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY.

\*2. 1 or 2 Meals Provided at No Cost. If the traveler must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost.

\*3. No Meals Furnished. If the traveler is not furnished any meals (with or without charge) the [Standard CONUS M&IE rate](#) is paid. The order should state the circumstances and rate.

\*4. Lodging Cost. The actual lodging cost, if any, NTE the [Standard CONUS](#) lodging ceiling, is reimbursed.

#### **5134-D3:**

\*3. Exception: If the member has elected personal travel under par. 7615-C, dependent transportation under this par. is not authorized.

#### **Chapter 7, TOC:**

##### **\*7615 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS **(MEMBERS ONLY)****

A. Mobile Units

B. Duty Aboard Commercial Carriers

\*C Ship Constructed, Overhauled or Inactivated at Other than Home Port

.

\* Aerial Surveys

D.

#### **7615-C:**

\*

\*C. \*\*\*\*\*

\*D. \*\*\*\*\*

**7615-D5c:**

c. Policy Constructed Airfare. \*\*\*\*\*

\*(1) Overhaul/inactivation location and the original home port (par. 7615-C2), or

\*(2) Construction location and future home port, or location where dependents reside (par. 7615-C3).

**APP A1 - Dependent (Members Only) (par. C1a):**

C. Member Married to Member

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for:

\*a. Purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. 7615-C1, or

b. Transportation for survivors of a deceased member authorized in par. 7260-A1.

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



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## JTR REVISIONS:

### 2405-A:

\*A. Making Travel Arrangements. When making travel arrangements, travelers should use a DTMO contracted CTO or a GSA contracted TMC~~the following in priority order:~~

- ~~1. A CTO (see App A1 definition and par. 2400), or~~
- ~~2. In-house travel offices.~~

### Chapter 3, TOC:

#### **3045 PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT**

- A. Mandatory Policy
- B. Reimbursement Limitations
- C. Transaction Fee
- D. Gov't CTO ~~or 'In House'~~ Is Available
- E. Gov't CTO ~~or 'In House'~~ Is Not Available
- F. \*\*\*\*\*

### 3045:

A. - B. \*\*\*\*\*

#### C. Transaction Fee

\*1. The cost paid by the Gov't for Gov't/Gov't procured transportation through a DTMO contracted, in-house/CTO transportation~~through a DTMO contracted, in-house/CTO transportation~~, frequently includes a transaction fee for arranging the transportation.

2. A CTO transaction fee incurred by a traveler is part of the transportation cost.

\*3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a part of the transportation cost. When an available CTO is not used, the transaction fee for personally procured transportation from other than a CTO may not be reimbursed.

#### \*D. Gov't CTO/In House Services Available

\*1. General. When a Gov't CTO (see App A1) or in-house services are~~is~~ available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the CTO could have provided the required services for the official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the CTO. See also par. 1035.

2. \*\*\*\*\*

#### \*E. Gov't CTO/In House Services Not Available

\*1. In the very rare circumstance that a Gov't CTO/in-house service is documented as being unavailable and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for

the actual transportation cost for the mode authorized and used NTE the policy constructed commercial transportation cost between authorized points.

2. \*\*\*\*\*

F. \*\*\*\*\*

#### **APP H3C-D:**

##### D. Limitations and Restrictions

\*1. Par. 3045-E applies if a Gov't CTO ~~or in-house service~~ is not available.

2. \*\*\*\*\*

#### **APP O:**

##### **T4020 TDY TRAVEL POLICY**

A. \*\*\*\*\*

##### B. Traveler Rights and Responsibilities

1. - 2. \*\*\*\*\*

\*3. It is *mandatory* that the traveler arranges commercial transportation, rental vehicles (if authorized/ approved), through an available CTO ~~or in-house travel arranger~~ per par. 2400 ([CBCA 2956-TRAV, 31 January 2013](#)). DTS estimates the total cost for the trip (a "should cost" estimate) forming the estimated reimbursement basis.

4. \*\*\*\*\*

##### **T4025 ARRANGING OFFICIAL TRAVEL**

A. \*\*\*\*\*

##### B. Requirements

\*1. When making travel arrangements, the traveler should use the following in priority order:

a. DTS. Travelers will use the Reservations Module to make commercial lodging and transportation arrangements, ~~or~~

b. Services available at a DTMO contracted CTO (or GSA contracted TMC in the absence of a DTMO contracted CTO), ~~or~~

~~c. In house travel offices.~~

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#### **APP P2-B2:**

##### B. City Pair Program Policy FAQs

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**\*2. Do I have to use the contract carrier? Won't any airline do?**

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**1015-C2q:**

\*q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. 5134-E and 7615-~~CD~~) **(Members Only)**; and

**4110-D:**

\*D. Corps of Engineers Floating Plant **(Employees Only)**

\*1. Meals Furnished at No Cost. ~~The employee is not paid p~~Per diem is not payable if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY.

\*2. 1 or 2 Meals Provided at No Cost. If the ~~traveler~~employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost.

\*3. No Meals Furnished. If the ~~traveler~~employee is not furnished any meals (with or without charge) the Standard CONUS M&IE rate is paid. The order should state the circumstances and rate.

\*4. Lodging Cost. The actual lodging cost, if any, NTE the Standard CONUS lodging ceiling, is reimbursed.

**5134-D3:**

\*3. Exception: If the member has elected personal travel under par. 7615-~~CD~~, dependent transportation under this par. is not authorized.

**Chapter 7, TOC:**

**\*7615 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS **(MEMBERS ONLY)****

A. Mobile Units

B. Duty Aboard Commercial Carriers

~~C. River, Harbor, and Flood Control Activities~~

\*C Ship Constructed, Overhauled or Inactivated at Other than Home Port

- D.
  - \*
  - D
  - E.
- Aerial Surveys

**7615-C:**

~~\*C. River, Harbor, and Flood Control Activities. If meals and/or lodgings are furnished on a floating plant/on shore, the Army Chief of Engineers may prescribe TDY allowances within the maximum per diem/AEA, for a member engaged in river, harbor, and flood control activities.~~

~~\*CD. \*\*\*\*\*~~

~~\*DE. \*\*\*\*\*~~

**7615-D5c:**

c. Policy Constructed Airfare. \*\*\*\*\*

\*(1) Overhaul/inactivation location and the original home port (par. 7615-~~C2B~~), or

\*(2) Construction location and future home port, or location where dependents reside (par. 7615-~~C3~~).

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1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for:

\*a. Purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. 7615-~~DC~~1, or

b. Transportation for survivors of a deceased member authorized in par. 7260-A1.