



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/hm

17 December 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 125-15(E) – Advance Seat Assignment

1. **SYNOPSIS:** Indicates advance seating reservation fee is not reimbursable unless in the Government's interest per the responsible AO determination IAW the respective Services/DoD agencies policy.
2. These changes are scheduled to appear in the JTR, dated 1 February 2016.
3. **This determination is effective when printed in the JTR.**
4. Action Officer: Mr. Henry Mitchell (henry.mitchell4.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:

3500 GENERAL

A-K. *****

L. Advance Seat Assignment. Advance seat assignment is a personal choice and is not reimbursable unless it is in the Gov't's interest for official travel. Examples of Gov't interest are when a guardian or parent needs to be seated with a minor child; an eligible traveler needs to be seated with an authorized attendant or escort, or an eligible traveler with a special need requires advance seating due to medical or reasonable accommodation reasons per the Service/DoD agency policy. The traveler must provide justification that advance seating is necessary for reimbursement subject to the AO determination.

M-O. *****

3515 ECONOMY PLUS/COACH ELITE SEATING

A-B. *****

C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating or advance seat assignment (par. 3500-L) must be authorized/approved as being in the Gov't's interest.

D. *****

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



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~~L. Advance Seat Assignment. For all *official* travel, a traveler and/or dependent is authorized/approved reimbursement for any advance seat assignment fee.~~

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