



**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/tgh

15 September 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 127-16(I) -- Replace Commercial Travel Office (CTO)  
with the term Travel Management Company (TMC)

1. **SYNOPSIS:** Replaces 'Commercial Travel Office (CTO)' with 'Travel Management Company (TMC)' throughout the Joint Travel Regulations. Although GSA currently refers to a TMC as a "Travel Management Center," this change will align the JTR language with current industry and other Federal Agencies.

2. These changes are scheduled to appear in the JTR, dated 1 November 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

### 2830:

\*

**Travel Management Company (TMC) Fees.** TMC (APP A1 definition) fees incurred directly by the traveler that are not included in the transportation ticket cost are reimbursable.

### APP A1:

\***COMMERCIAL TRAVEL OFFICE (CTO).** See Travel Management Company (TMC).

\***TRAVEL MANAGEMENT COMPANY (TMC).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract with the Gov't . Also called a Travel Management Center (TMC) under GSA's program, this was formerly referred to as a Commercial Travel Office (CTO) within the JTR.

### App A2:

TLE	Temporary Lodging Expense – CONUS (Members Only)
*TMC	Travel Management Company (formally referred to as a DTMO contracted CTO or a GSA contracted TMC)
TMS	Travel Management System

### **Note to Editor: Replace CTO with TMC throughout JTR.**

The following paragraphs within JTR are affected:

Chapter 1 - TOC - 1265	Chapter 3 - TOC - 3000-B	7000-J4	APP A2 (x2)
1015-C2k	Chapter 3 - TOC - 3045-D	7005-E4	APP E2 (x3)
1055-B (x2)	Chapter 3 - TOC - 3045-E	7010-A4	APP G - CTO
1265-D2	Chapter 3 - TOC - 3330-B	7020-G1	APP H2A - Par. 12
1265-F2b	3000-B (x4)	7025-F4	APP H3C1 - C4
1265-H	3020-A5	7030-C3	APP H3C1 - D1
1265-I	3045 (x19)	7030-C4	APP I2 - A2b
Chapter 2 TOC - 2400	3200 (x2)	7035-B	APP I3 - B1k (x5)
Chapter 2 TOC - 2415	3210-D2 (x3)	7060-F1a	APP I4 - B2 - Item 28f
Chapter 2 TOC - 2420	3330-B (x6)	7060-F1b (x3)	APP O, T4020-B (x6)
2160	3330-E	7065-E3	APP O, T4025 (x21)
2400 (x10)	3330-J	7070-D2	APP O, T4030 (x6)
2405	3500-B (x2)	7155-E8 (x3)	APP O, T4040-D
2415 (x5)	4130-A (x4)	7155-E9 (x6)	APP O, T4050 (x9)
2420 (x5)	4155	7205-D1	APP O, T4060 (x5)
2515 (x3)	4250-B3 (x2)	7295-D2	APP P1A2
2560-A1	4400-A (x3)	7310 (x2)	APP P2A4
2580	5014-A	7315-B	APP P2B2
2715	5020-A	7322-E2	APP P2B2, Example
2830 - CTO (x2)	5134-E1b	7350-C1	APP P2D1
2830 - Service & Processing Fees (x4)	5528-A	7800-F2	APP P2E2, Example

2830 - Special Conveyance (x3)	5882-B1	APP A1 (x4)	

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



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~~1. See Commercial Travel Office (CTO).~~

~~2. See Travel Management System (TMS).~~

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