



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

21 December 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 135-16(E) -- ATM Fees - Federal Travel Regulation
(FTR) Amendment

1. **SYNOPSIS:** Removes ATM fees from the incidental expenses (IE) portion of per diem. Additionally, allows the reimbursement for such fees in OCONUS locations only when authorized by the AO, limited to the fees that could be incurred by the traveler based on the amount of a cash advance which was authorized in the order/authorization to travel.
2. These changes are scheduled to appear in the JTR, dated 1February 2017.
3. This determination is effective when printed in the JTR.
4. Action Officer: Tim Haddix (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-G:

ATM Use.** Administrative fees for ATM use, ICW official travel, are a personal expense and are ***not reimbursable. The GTCC must be used for all purchases. A traveler may only be authorized (in advance) reimbursement for an ATM or a cash advance fee if the traveler can document that the GTCC cannot be used for security or local infrastructure reasons when traveling OCONUS. This must be authorized through the Secretarial Process (APP A1) (delegated no lower than O-6 or equivalent) . The ATM fees must be authorized only for individual cash advances over \$100, it must be certified that non-ATM cash advances were not authorized and the specific amount of advances must be included on the authorization.

***Cash Advance Fees.** Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. These fees are not reimbursable expenses (see ATM Use for rare exception).

APP A1:

PER DIEM ALLOWANCE

A. - D. *****

E. Incidental Expenses

1. Authorized. Incidental expenses include:

a. - d. *****

*

*fe. *****

APP G:

B. Non-Reimbursable Official Travel Expenses

*

Baggage check-in fee, curbside

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



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JTR REVISIONS

2830-G:

*ATM Use. Administrative fees for ATM use, ICW official travel, are ~~covered in the IE portion of per diem a personal expense~~ and are not reimbursable. The GTCC must be used for all purchases. A traveler may only be authorized (in advance) reimbursement for an ATM or a cash advance fee if the traveler can document that the GTCC could not be used for security or local infrastructure reasons when traveling OCONUS. This must be authorized through the Secretarial Process (APP A1) (delegated no lower than O-6 or equivalent) . The ATM fees must be authorized only for individual cash advances over \$100, it must be certified that non-ATM cash advances were not authorized and the specific amount of advances must be included on the authorization.*Effective 1 October 2014.*

*Cash Advance Fees. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. These fees are not reimbursable expenses and are included in the IE portion of per diem (App A1). (see ATM Use for rare exception).

APP A1:

PER DIEM ALLOWANCE

A. - D. *****

E. Incidental Expenses

1. Authorized. Incidental expenses include:

a. - d. *****

*f. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. (See par. 2830 G pertaining to ATM Use and Cash Advance Fees that may be approved as a separate reimbursable expense.)

*fe. *****

APP G:

*B. Non-Reimbursable Official Travel Expenses

*ATM Use

Baggage check-in fee, curbside