



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/tgh

21 December 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 136-16(E) -- Laundry Fees - Federal Travel Regulation (FTR) Amendment

1. **SYNOPSIS:** Removes laundry, dry cleaning and pressing of clothes from the incidental expenses portion of per diem and clarifies that it is not a separate reimbursable expense under the authority of the JTR.
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](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:

#### \*Laundry/Dry Cleaning Expenses.

1. OCONUS Locations. Laundry/Dry Cleaning expenses, ICW official travel OCONUS, are covered in the IE portion of per diem and are ***not reimbursable.*** .
2. CONUS Locations. Laundry/Dry Cleaning and pressing of clothing are a personal expense and are not reimbursable. They are not part of the incidental expense portion of per diem and may not be reimbursed under the IE portion of per diem when an AEA is authorized.

### 4290:

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

#### \*B. Whole Travel Days – CONUS

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
*****	*****
Is lodged for a whole day(s) at a CONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095.	The rate in par. 4250-A or 4095 <sup>2,7</sup> .

#### C. Whole Travel Days – OCONUS<sup>5</sup>

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
Is lodged for a whole day(s) at an OCONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095-A.	Per diem at the rate authorized under par. 4250-A or 4095 <sup>4,7</sup> .

#### D. Day of Return to PDS<sup>5</sup>

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
Requires overnight lodging at a stopover, en route to the PDS, on the departure day from the TDY location.	The departure day from the TDY location, M&IE, plus lodging <sup>2,4</sup> NTE the stopover locality lodging ceiling. For the PDS arrival day, the M&IE rate is 75% of the stopover locality M&IE rate <sup>1</sup> .

### **Footnotes**

<sup>1-4</sup> \*\*\*\*\*

<sup>5</sup> Not used.

<sup>6</sup> \*\*\*\*\*

**4340-B:**

\*

**4345-C:**

C. Averaging Expenses. When an AEA includes M&IE, the daily amount of IE items that do not accrue on a daily basis are averaged over the days at the TDY location for which AEA is authorized/approved. Averaging IE does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.

**6025-G:**

G. \*\*\*\*\*

**NOTES:**

I. - 3. \*\*\*\*\*

***\*4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.***

**\*Example 2:**

<b>EXAMPLE 2</b>			
A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was \$52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also \$52 (including lodging tax). Max locality <a href="#">per diem rate</a> for the safe haven location was \$84 (\$44/ \$40).			
(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. 6025-D1):			
Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate (\$84), which in this case is \$40 for M&IE and up to \$44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$40	\$44	\$84
Child (over age 12)	\$40	\$44	\$84
Child (over age 12)	\$40	\$44	\$84
Child (under age 12):	20 (\$40 x 50%)	\$22 (\$44 x 50%)	\$42
Max daily amount payable for the 4 dependents' costs:	\$140	\$154	\$294
(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). (\$140 for M&IE and \$154 for lodging), as follows:			
*M&IE:	\$140 (The M&IE in this daily amount is paid to cover cost of M&IE for the four dependents. No itemization or receipts are required.)		
Lodging:	\$104 (This is the actual daily amount (\$52 + \$52) (including lodging tax) paid for lodging by the four dependents, which is less than the maximum (\$154) that may be reimbursed. A lodging receipt is required for this amount.)		
Total:	\$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)		
(c) Beginning on the 31 <sup>st</sup> day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality <a href="#">per diem rate</a> , unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31 <sup>st</sup> day to the 180 <sup>th</sup> day is determined as follows:			

(d) Beginning on the 31<sup>st</sup> day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31<sup>st</sup> day to the 180<sup>th</sup> day is determined as follows:

	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (under age 12)	\$12 (\$40 x 30%)	\$13.20 (\$44 x 30%)	\$25.20
Max daily amount payable for the 4 dependents' costs:	\$84	\$92.40	\$176.40

(e) Determine the actual total daily amount that is paid for the 31<sup>st</sup> to the 180<sup>th</sup> days, within the maximum amounts shown in (c) (\$84 for M&IE and up to \$92.40 for lodging), as follows:

*M&IE:	\$84 (The M&IE in this daily amount is paid to cover cost of M&IE for the four dependents. No itemization or receipts are required.)
Lodging:	\$92.40 (The actual daily cost for lodging for the four dependents is \$104 but the maximum that may be reimbursed is \$92.40. A lodging receipt is required for the actual lodging cost.) (See <b>NOTE</b> .)
Total:	\$176.40 (The actual daily amount paid for the four dependents on the 31 <sup>st</sup> to the 180 <sup>th</sup> days)

**NOTE:** Since the amount (\$92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid (\$104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from \$26.40 to \$38. If approval is received, an additional \$11.60/day is payable to cover the lodging costs.

## **6095-G:**

G. \*\*\*\*\*

### **NOTES:**

1. - 3. \*\*\*\*\*

\*4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.

## **\*Example 2:**

<b>EXAMPLE 2</b>					
A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was \$110 plus \$9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also \$110 plus \$9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was \$226 (\$155/ \$71).					
<b>(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. Par. 6095-D1.</b>					
Each dependent age 12 or older is authorized safe haven allowance up to the full rate (\$226), which in this case is \$71 for M&IE and up to \$155 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.					
	<b>M&amp;IE</b>		<b>Max Lodging</b>		<b>Total</b>
Member's spouse:	\$71		\$155		\$226
Child (12 or older)	\$71		\$155		\$226
Child (12 or older)	\$71		\$155		\$226
Child (under 12)	\$35.50	\$71 x 50%	\$77.50	\$155 x 50%	\$113

Max daily amount payable for the 4 dep:	\$248.50		\$542.50		\$791
<b>(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) (\$248.50 for M&amp;IE and NTE \$542.50 for lodging), as follows:</b>					
*M&IE:	\$248.50	The M&IE in this daily amount is paid to cover cost of M&IE for the 4 dependents. No itemization or receipts are required.			
Lodging:	\$220	The actual daily lodging cost for the 4 dependents (\$110 + \$110) (not including lodging tax), which is less than the max (\$542.50) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	\$468.50	Daily amount paid to the dependents within the maximum \$791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.			
Lodging Tax:	\$19.80	\$9.90 + \$9.90			
Total:	\$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.			
<b>(c) Beginning on the 31<sup>st</sup> consecutive day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. 6095-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31<sup>st</sup> through the 180<sup>th</sup> consecutive days is determined as follows:</b>					
		<b>M&amp;IE</b>		<b>Max Lodging</b>	<b>Total</b>
Member's spouse:		\$42.60	\$71 x 60%	\$93	\$155 x 60%
Child (12 or older)		\$42.60	\$71 x 60%	\$93	\$155 x 60%
Child (12 or older)		\$42.60	\$71 x 60%	\$93	\$155 x 60%
Child (under 12)		\$21.30	\$71 x 30%	\$46.50	\$155 x 30%
Max daily amount payable for the 4 dep:		\$149.10		\$325.50	\$474.60
<b>(d) Determine the actual total daily amount that is paid for 31<sup>st</sup> through 180<sup>th</sup> consecutive days, within the maximum amounts shown in (c) (\$149.10 for M&amp;IE and NTE \$325.50 for lodging), as follows:</b>					
*M&IE:	\$149.10	The M&IE in this daily amount is paid to cover cost of M&IE for the 4 dependents. No itemization or receipts are required.			
Lodging:	\$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max (\$325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.			
Daily Amount:	\$369.10	Daily amount paid to dependents within the maximum \$474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.			
Lodging Tax:	\$19.80	\$9.90 + \$9.90			
Total:	\$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31 <sup>st</sup> through the 180 <sup>th</sup> consecutive days.			

**6595:**

\*4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are *not* separately reimbursable expenses. *There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.*

**APP A1 - PER DIEM ALLOWANCE:**

A.-D. \*\*\*\*\*

E. Incidental Expenses

1. Authorized. Incidental expenses include:

a. \*\*\*\*\*

\*b. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.

\*c. Expenses related to lodging that are listed in the room account;

\*d. 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.

\*e. Transportation tips for courtesy transportation (e.g., hotel, park and ride or airport shuttles). See par. 2830-G2 for taxi cab/limousine.

2. Not Authorized. Incidental expenses do not include any mission or personal related purchases that would ordinarily be purchased on a recurring basis at the PDS, nor are such expenses reimbursable separately.

\*F. Laundry

1. CONUS Locations. Laundry/Dry Cleaning and pressing of clothing are a personal expense and are not reimbursable. They are not part of the incidental expense portion of per diem and may not be reimbursed under the IE portion of per diem when an AEA is authorized.

2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is *not a reimbursable expense* for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA

**APP E2:**

\* You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids and porters; local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

\*\*\*\*\*

\*

The [JTR](#) is available on the [Defense Travel Management Office website](#).

**APP G:**

B. Non-Reimbursable Official Travel Expenses

Communication services
*Laundry/dry cleaning and pressing of clothing
Medical fees

Note - All after was included in the Memo 1 for this item, but with the deletion of Appendix O the language is now obsolete per MAP/CAP 143-16(E) being approved.

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



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MEMORANDUM FOR

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SUBJECT:

UTD/CTD for MAP/CAP 136-16(E) -- Laundry Fees - Federal Travel Regulation (FTR) Amendment

1. **SYNOPSIS:** Removes laundry, dry cleaning and pressing of clothes from the incidental expenses portion of per diem and clarifies that it is not a separate reimbursable expense under the authority of the JTR.
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](mailto:timothy.g.haddix.civ@mail.mil))

*//Approved//*

**JOEL T. RIDENOUR**

Chief, Strategic Planning and Policy Division

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## JTR REVISIONS

### 2830:

**\*Laundry/Dry Cleaning Expenses.**

**1. OCONUS Locations.** Laundry/Dry Cleaning expenses, ICW official travel OCONUS, are covered in the IE portion of per diem and are ***not reimbursable***. *Effective 1 October 2014.*

**2. CONUS Locations.** Laundry/Dry Cleaning and pressing of clothing are a personal expense and are not reimbursable. They are not part of the incidental expense portion of per diem and may not be reimbursed under the IE portion of per diem when an AEA is authorized.

### 4290:

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

**\*B. Whole Travel Days – CONUS<sup>5</sup>**

<b><u>The traveler:</u></b>	<b><u>Per Diem is Authorized for:</u></b>
*****	*****
Is lodged for a whole day(s) at a CONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095.	The rate in par. 4250-A or 4095 <sup>2,5,7</sup> .

**C. Whole Travel Days – OCONUS<sup>5</sup>**

<b><u>The traveler:</u></b>	<b><u>Per Diem is Authorized for:</u></b>
Is lodged for a whole day(s) at an OCONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095-A.	Per diem at the rate authorized under par. 4250-A or 4095 <sup>4,5,7</sup> .

**D. Day of Return to PDS<sup>5</sup>**

<b><u>The traveler:</u></b>	<b><u>Per Diem is Authorized for:</u></b>
Requires overnight lodging at a stopover, en route to the PDS, on the departure day from the TDY location.	The departure day from the TDY location, M&IE, plus lodging <sup>2,4,5</sup> NTE the stopover locality lodging ceiling. For the PDS arrival day, the M&IE rate is 75% of the stopover locality M&IE rate <sup>1</sup> .

### **Footnotes**

<sup>1-4</sup> \*\*\*\*\*

<sup>5</sup> *Personal laundry/dry cleaning and pressing of clothing cost are incidental expenses per App A. Not used.*

<sup>6</sup> \*\*\*\*\*

**4340-B:**

~~\*3. AEA~~

~~a. The AO may determine that the locality IE rate is insufficient if the traveler incurs exceptionally high expenses for ATM fees, GTCC advance fees, or laundry expenses that the AO determines were reasonable and unavoidable, and may authorize AEA above the maximums in par. 4340 B2.~~

~~b. AEA for M&IE must apply, by location, for the entire TDY period at that location.~~

**4345-C:**

C. Averaging Expenses. When an AEA includes M&IE, the daily amount of IE items that do not accrue on a daily basis are averaged over the days at the TDY location for which AEA is authorized/approved. ~~These expenses include baggage tips, clothing laundry/dry cleaning/pressing, hotel maid tips, and similar expenses IAW the IE portion of the per diem (App A1).~~ Averaging IE does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.

**6025-G:**

G. \*\*\*\*\*

**NOTES:**

1. - 3. \*\*\*\*\*

**\*4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.**

**\*Example 2:**

<b>EXAMPLE 2</b>			
A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was \$52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also \$52 (including lodging tax). Max locality <u>per diem rate</u> for the safe haven location was \$84 (\$44/ \$40).			
(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. 6025-D1):			
Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate (\$84), which in this case is \$40 for M&IE and up to \$44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$40	\$44	\$84
Child (over age 12)	\$40	\$44	\$84
Child ( <del>under-over</del> age 12)	\$40	\$44	\$84
Child (under age 12):	20 (\$40 x 50%)	\$22 (\$44 x 50%)	\$42
Max daily amount payable for the 4 dependents' costs:	\$140	\$154	\$294
(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). (\$140 for M&IE and \$154 for lodging), as follows:			
*M&IE:	\$140 (The M&IE in this daily amount is paid to cover cost of <u>M&amp;IE meals, laundry and dry cleaning</u> for the four dependents. No itemization or receipts are required.)		

Lodging:	\$104 (This is the actual daily amount (\$52 + \$52) (including lodging tax) paid for lodging by the four dependents, which is less than the maximum (\$154) that may be reimbursed. A lodging receipt is required for this amount.)		
Total:	\$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)		
(c) Beginning on the 31 <sup>st</sup> day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality <u>per diem rate</u> , unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31 <sup>st</sup> day to the 180 <sup>th</sup> day is determined as follows:			
(d) Beginning on the 31 <sup>st</sup> day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality <u>per diem rate</u> , unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31 <sup>st</sup> day to the 180 <sup>th</sup> day is determined as follows:			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (under age 12)	\$12 (\$40 x 30%)	\$13.20 (\$44 x 30%)	\$25.20
Max daily amount payable for the 4 dependents' costs:	\$84	\$92.40	\$176.40
(e) Determine the actual total daily amount that is paid for the 31 <sup>st</sup> to the 180 <sup>th</sup> days, within the maximum amounts shown in (c) (\$84 for M&IE and up to \$92.40 for lodging), as follows:			
*M&IE:	\$84 (The M&IE in this daily amount is paid to cover cost of <u>meals, laundry and cleaning</u> M&IE for the four dependents. No itemization or receipts are required.)		
Lodging:	\$92.40 (The actual daily cost for lodging for the four dependents is \$104 but the maximum that may be reimbursed is \$92.40. A lodging receipt is required for the actual lodging cost.) (See <b>NOTE</b> .)		
Total:	\$176.40 (The actual daily amount paid for the four dependents on the 31 <sup>st</sup> to the 180 <sup>th</sup> days)		
<b>NOTE:</b> Since the amount (\$92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid (\$104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from \$26.40 to \$38. If approval is received, an additional \$11.60/day is payable to cover the lodging costs.			

## **6095-G:**

G. \*\*\*\*\*

### **NOTES:**

1. - 3. \*\*\*\*\*

\*4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. Effective 1 October 2014, There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.

### **\*Example 2:**

<b>EXAMPLE 2</b>	
A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was \$110 plus \$9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also \$110 plus \$9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was \$226 (\$155/ \$71).	
<b>(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. Par. 6095-D1.</b>	
Each dependent age 12 or older is authorized safe haven allowance up to the full rate (\$226), which in this case is \$71 for M&IE and up to \$155 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.	

	M&IE		Max Lodging		Total
Member's spouse:	\$71		\$155		\$226
Child (12 or older)	\$71		\$155		\$226
Child (12 or older)	\$71		\$155		\$226
Child (under 12)	\$35.50	\$71 x 50%	\$77.50	\$155 x 50%	\$113
Max daily amount payable for the 4 dep:	\$248.50		\$542.50		\$791
<b>(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) (\$248.50 for M&amp;IE and NTE \$542.50 for lodging), as follows:</b>					
*M&IE:	\$248.50	The M&IE in this daily amount is paid to cover cost of <del>meals, laundry and dry cleaning</del> M&IE for the 4 dependents. No itemization or receipts are required.			
Lodging:	\$220	The actual daily lodging cost for the 4 dependents (\$110 + \$110) (not including lodging tax), which is less than the max (\$542.50) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	\$468.50	Daily amount paid to the dependents within the maximum \$791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.			
Lodging Tax:	\$19.80	\$9.90 + \$9.90			
Total:	\$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.			
<b>(c) Beginning on the 31<sup>st</sup> consecutive day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. 6095-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31<sup>st</sup> through the 180<sup>th</sup> consecutive days is determined as follows:</b>					
	M&IE		Max Lodging		Total
Member's spouse:	\$42.60	\$71 x 60%	\$93	\$155 x 60%	\$135.60
Child (12 or older)	\$42.60	\$71 x 60%	\$93	\$155 x 60%	\$135.60
Child (12 or older)	\$42.60	\$71 x 60%	\$93	\$155 x 60%	\$135.60
Child (under 12)	\$21.30	\$71 x 30%	\$46.50	\$155 x 30%	\$67.80
Max daily amount payable for the 4 dep:	\$149.10		\$325.50		\$474.60
<b>(d) Determine the actual total daily amount that is paid for 31<sup>st</sup> through 180<sup>th</sup> consecutive days, within the maximum amounts shown in (c) (\$149.10 for M&amp;IE and NTE \$325.50 for lodging), as follows:</b>					
*M&IE:	\$149.10	The M&IE in this daily amount is paid to cover cost of <del>meals, laundry and dry cleaning</del> M&IE for the 4 dependents. No itemization or receipts are required.			
Lodging:	\$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max (\$325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.			
Daily Amount:	\$369.10	Daily amount paid to dependents within the maximum \$474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.			
Lodging Tax:	\$19.80	\$9.90 + \$9.90			
Total:	\$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31 <sup>st</sup> through the 180 <sup>th</sup> consecutive days.			

## **6595:**

\*4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are *not* separately reimbursable expenses. *There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.*

## **APP A1 - PER DIEM ALLOWANCE:**

A.-D. \*\*\*\*\*

## E. Incidental Expenses

### 1. Authorized. Incidental expenses include:

a. \*\*\*\*\*

~~\*b. Laundry/dry cleaning, and/or pressing of clothing regardless of location.~~

~~e.~~ Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.

~~\*cd.~~ Expenses related to lodging that are listed in the room account;

~~\*de.~~ 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.

~~\*ef.~~ Transportation tips for courtesy transportation (e.g., hotel, park and ride or airport shuttles). See par. 2830-G2 for taxi cab/limousine.

### 2. Not Authorized. Incidental expenses do not include any mission or personal related purchases that would ordinarily be purchased on a recurring basis at the PDS, nor are such expenses reimbursable separately.

## \*F. Laundry

1. CONUS Locations. Laundry/Dry Cleaning and pressing of clothing are ~~considered~~ a personal expense and are not reimbursable. They are not part of the incidental expense portion of per diem and may not be reimbursed under the IE portion of per diem when an AEA is authorized.

2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is **not a reimbursable expense** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA

## **APP E2:**

\* You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids and; porters; ~~personal laundry, pressing, and dry cleaning (*NOTE below*);~~ local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

\*\*\*\*\*

~~*\*NOTE: The cost you incur for laundry/dry cleaning and pressing of clothing is included in the Incidental Expense portion of the per diem or actual expense allowance and is not separately reimbursable.*~~

The [JTR](#) is available on the [Defense Travel Management Office website](#).

## **APP G:**

B. Non-Reimbursable Official Travel Expenses

Communication services
<del>*Laundry/dry cleaning and pressing of clothing expenses</del>
Medical fees

Note - All after was included in the Memo 1 for this item, but with the deletion of Appendix O the language is now obsolete per MAP/CAP 143-16(E) being approved.

~~T4040 A3g:~~

~~g. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are not reimbursable. Effective 1 October 2014.~~

~~T4040 A10:~~

~~10. Incidental Expenses (IE)~~

~~a. General.~~

~~(1) The traveler is paid an IE allowance, for things such as the cost of tips and laundry (in some instances), incurred while in a travel status. This is the IE part of the M&IE.~~

~~(2) The daily IE in CONUS is \$5.~~

~~(3) The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the traveler is TDY to a U.S. Installation and Gov't Qtrs on that U.S. Installation are available for a member or used by an employee. The \$3.50 IE rate does not apply on any day the traveler is traveling.~~

~~(4) The AO may determine \$3.50 is:~~

~~(a) Adequate when the traveler is not lodged on a U.S. Installation, or~~

~~(b) Not adequate when the traveler is lodged on a U.S. Installation and authorize the locality IE rate.~~

~~b. Laundry/Dry Cleaning. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are not reimbursable. Effective 1 October 2014.~~

~~(1) OCONUS Locations. Laundry/Dry Cleaning expenses, ICW official travel OCONUS, are covered in the IE portion of per diem and are not reimbursable.~~

~~(2) CONUS Locations.~~