MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 153-17(I) -- Delete Appendix X, par. A2, “DoD Travel System Pilot”

1. **SYNOPSIS:** Deletes Appendix X, par. A2, “DoD Travel System Pilot” from the JTR. Pilot ended 1 December 2017 and the travel policies and regulations related to the program are no longer in effect.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the DTMO Policy Reform Team.

4. These changes are scheduled to appear in the JTR, dated 1 January 2018.

5. This determination is **effective on** 1 December 2017.

6. Action Officer: Laural Bernard (laural.e.bernard.civ@mail.mil).

//Approved//

DONNA K. HADDIX
Chief, Policy & Regulations Branch

Attachment:
Rev 1

**Uniformed E-Mail Distribution:**
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Appendix X, par. A2
The following pages are the same policy preceding this page but showing tracked changes.
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Appendix X, par. A2

2. DoD Travel System Pilot

   a. **Authority.** Pursuant to 37 USC §454, the DoD intends to conduct a Travel System Pilot. In April 2015, DoD Senior Leadership selected Defense Travel System Modernization as the subject of a two-week “discovery sprint” led by the United States Digital Service, an initiative of the Executive Office of the President that provides consultation services to Federal agencies with the goal to make Government services simple, effective, and efficient. Recommendations included implementing commercial, off-the-shelf software as a service-based solution for travel reservations and expense management.

   b. **Eligibility.** A small sample of the user community will pilot the solution, understanding that these users need additional oversight.

   c. **Scope.** The DoD Travel Modernization Pilot will operate for approximately 18 months. The initial phase of the pilot will focus on short duration business TDY and other phases will focus on other types of travel with the potential to phase out legacy systems.

   d. **Reimbursement**

      (1) Per diem, lodging, meals and incidental expenses (M&IE) are reimbursed IAW the JTR. Exception: The Proportional Meal Rate (PMR) no longer applies to travelers who are provided one or two meals at Government expense. Instead of paying the PMR, the meals portion of the M&IE must be reduced for each meal provided by the Government at no cost, including meals paid by the Government in a conference fee. If all meals are provided, only the IE is paid. Reductions should be made by deducting the appropriate meal amount shown at www.gsa.gov/mie for travel within CONUS and the table in FTR, Appendix B to Chapter 301 for OCONUS and foreign travel meal deductions.

      (2) Transportation expenses are reimbursed as provided for in the except that mileage is computed using a commercially available mileage computation program. TDY mileage station to station is determined based on calculations from physical address to physical address, ZIP code to ZIP code, or city to city. Local and terminal transportation mileage is determined based on calculations from physical address to physical address or odometer readings.

   e. **Mileage Computation.** The Department of Defense (DoD) Travel Modernization Pilot Program is exempt from using the DTOD and will use commercially available mileage software for computing mileage payments for TDY under the program.