



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

29 December 2015

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 156-15(I) – Mission and Personal Expenses

1. **SYNOPSIS:** Clarifies the definitions of Mission and Personal Expenses in Appendix A1 and updates JTR, Par. 2830-G.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in the JTR, dated 1 February 2016.
5. This determination is *effective when published in the JTR*.
6. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//Approved//

JOEL T. RIDENOUR

Chief, Policy and Regulations Branch

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:

Military Working Dog (MWD) Expenses *****

Mission Related Expenses

1. Mission related expenses are not reimbursable as travel expenses.
2. Mission related expenses include, but are not limited to:
 - *a. Equipment and materials (e.g., batteries, clothing, lost or missing keys used for whatever purpose).
 - *b. Medical supplies or equipment;
 - *c. Tools;
 - *d. Film;
 - *e. Office or professional supplies and equipment;
 - *f. Books;
 - *g. Use of clerical assistance (e.g., typists, data processors, stenographers);
 - *h. Technology equipment (e.g., computers, printers, faxing machines, and scanners);
 - *i. Registration fees for training courses: or
 - *j. Similar items.
3. See [B-166411, 3 September 1975](#); [B-198823, 10 December 1980](#); and [B-198824, 23 January 1981](#).
4. See [DoD FMR Vol. 10, Ch 11](#) for reimbursement.

Nonrefundable Room Deposits; Forfeited Rental Deposits/Prepaid Rent; and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. *****

Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services *****

*Personal Expenses.

1. Personal expenses are not reimbursable as travel expenses.
2. Personal expenses include, but are not limited to:
 - a. Any products or services purchased or used for personal hygiene (e.g., barbers, hairdressers, toothpaste, razors, blow dryers, manicurists, masseurs or other similar items or services);
 - b. Parking or traffic ticket fines;

- c. Gifts for child care, pet care, or hotel concierge;
- d. Gym or workout fees; or
- e. Similar items that would normally be purchased for personal use at the PDS.

Pet Quarantine. *****

APP A1:

OVERSEAS. *****

PER DIEM ALLOWANCE

A. General. The per diem allowance (subsistence allowance):

- 1. Is a daily payment instead of actual expense reimbursement for lodging, meals, and related incidental expenses;
- 2. Is separate from transportation expenses and other reimbursable expenses (App G); and
- *3. Does not include transportation and other miscellaneous travel expenses.

*B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S. and non-foreign OCONUS locations which may be claimed as a separate reimbursable expense (See par. 2830-G)).

C. Lodging

- 1. Expenses Authorized. Overnight sleeping facilities, (including Gov't Qtrs), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, fireplaces furnished in rooms when not included in the room rate, and lodging tax in a foreign OCONUS area.
- 2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

*

*D. Meals. The per diem allowance:

- 1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
- 2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

**E. Incidental Expenses

- 1. Authorized. Incidental expenses include:
 - a. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 7815-F4, regarding baggage-handling costs incurred ICW a traveler's disability/special need.
 - b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals

are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. 2810-C.

c. Laundry/dry cleaning, and/or pressing of clothing regardless of location.

d. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)).

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

f. Expenses related to lodging that are listed in the room account;

g. 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.

h. 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.

PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, see the [Defense Travel Management Office \(DTMO\) website](#).

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC) *****

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



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1. Mission related expenses are not reimbursable as travel expenses.
2. Mission related expenses include, but are not limited to:

~~*a.~~ Equipment and materials (e.g., batteries, clothing, lost or missing keys used for whatever purpose).
(~~e.g., baggage/luggage, lodging, vehicle, etc.~~);

~~*b.~~ Medical supplies or equipment;

~~*c.~~ Parking/traffic ticket fines;

~~*d.~~ Tools;

~~*e.~~ Film;

~~*f.~~ Office or professional supplies and equipment~~Paper;~~

~~*g.~~ Books;

~~*h.~~ Medical supplies;

~~*i.~~ Use of clerical assistance (e.g., typists, data processors, stenographers);

~~*j.~~ Technology equipment (e.g., computers, printers, faxing machines, and scanners);

~~*k.~~ Gifts for child care, pet care, or hotel concierge;

~~*l.~~ Workout room/gym fee;

~~**m.~~ Registration fees for training courses: orand

~~**n.~~ Similar items.

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a. Any products or services purchased or used for personal hygiene (e.g., barbers, hairdressers, toothpaste, ~~haircuts~~, razors, blow dryers, manicurists, masseurs or other similar items or services);

b. Parking or traffic ticket fines;

c. Gifts for child care, pet care, or hotel concierge;

d. Gym or workout fees; or

e. Similar items that would normally be purchased for personal use ~~on a recurring basis at the PDS.~~

~~See **Mission Related Expenses.**~~

Pet Quarantine. *****

APP A1:

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1. Expenses Authorized. Overnight sleeping facilities, (including Gov't Qtrs), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, fireplaces furnished in rooms when not included in the room rate, and lodging tax in a foreign OCONUS area.

2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

~~*D. Lodging Tax~~

~~1. CONUS/Non Foreign OCONUS Areas. Lodging tax in CONUS/Non Foreign OCONUS areas is:~~

~~a. Not covered in the locality per diem lodging ceiling, but~~

~~b. A reimbursable expense (App G), except when MALT Plus per diem for POC travel is paid.~~

~~2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.~~

~~*DE. Meals.~~ The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

~~*Effective 1 October 2014~~

~~*EF. Incidental Expenses~~

1. Authorized. Incidental expenses include:

- a. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 7815-F4, regarding baggage-handling costs incurred ICW a traveler's disability/special need.
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. 2810-C.
- c. Laundry/dry cleaning, and/or pressing of clothing regardless of location.
- d. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)).
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~~*2. Not Authorized.~~ Incidental expenses do not include any mission or personal related purchases, ~~nor any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services)~~ that would ordinarily be purchased on a recurring basis at the PDS, nor are such expenses reimbursable separately.

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