



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tlw

25 January 2017

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 162-16(E) Restricted Airfare Use

1. **SYNOPSIS:** This item clarifies that any remaining value of a non-refundable ticket may only be used for future official travel; and that under no circumstances may the traveler pay any penalty and then use the ticket or airline credit for personal travel.
2. These changes are scheduled to appear in the JTR, dated 1 March 2017.
3. This determination is effective when printed in the JTR.
4. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

DONNA K. HADDIX

Acting Chief, Policy & 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:

3045-D5

*d. See par. 3500-B for use of restricted airfares; and par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.

3500-B1d

*d. Limitations and Restrictions. When a restricted airline ticket purchase is authorized and procured and the TDY is subsequently canceled:

* (1) Any remaining value of a non-refundable ticket may *only be used for future official travel*. *Under no circumstances may the traveler pay any penalty and then use the ticket for personal travel; and*

* (2) Any credits or reusable tickets, offered by the airlines, may *only be used for future official travel*. For example, some restricted ticket fare rules allow for partial refunds in the form of a credit for a future flight. *Under no circumstances may the traveler use the partial credit for personal travel.*

App H3c, par. D3

D. Limitations and Restrictions

*3. See par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.

App P2, par. B2c, Notes 2 and 3

****NOTE 2 to paragraph (c):*** *The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S. flag airline offers a still lower restricted airfare not matched by the contract carrier. See par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.*

****NOTE 3 to paragraph (c):*** *Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to the Gov't's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by Gov't authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO. See par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.*

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



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3500-B1d

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App P2, par. B2c, Notes 2 and 3

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