



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/hm

24 December 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 195-14(I)/CAP 195 -14(I) – Clarify TDY Allowances

1. **SYNOPSIS:** Technical changes to clarify civilian employee meal reimbursement when assigned to a Gov't vessel, delete duplicate reference regarding meal reimbursement aboard a vessel, and clarify en route or rest stop delays when in the Gov't's interest. Par. 4605-E table is applicable to Combatant Command (COCOM) and Joint Task Force (JTF).
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 2015.
5. **This determination is effective when printed in the JTR.**

//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

Par. 4110-B:

A. *****

B. Gov't Ship

1. Per diem is not authorized for TDY aboard a Gov't ship when Qtrs are provided without charge and meals are provided with/without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.
4. TDY training duty is unbroken when a member transfers between Gov't ships at the same place and the transfer is made within a 10-hour period **(Uniformed Members Only)**.
5. Reimbursement for the total cost of Qtrs on the ship and lodging ashore may not exceed the maximum [lodging](#) amount for the TDY locality concerned **(Civilian Employees Only)**.
6. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. 4200-B and 4200-C, as applicable **(Civilian Employees Only)**.
7. The total per diem may not exceed the applicable maximum [per diem rate](#) for the TDY locality concerned **(Civilian Employees Only)**.
- *8. When an employee is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GMR is paid unless a different special rate is otherwise authorized/approved by the AO **(Civilian Employees Only)**.

C-G. *****

Pars. 4415-B/C:

A. *****

B. En Route Rest Stop/ TDY Point Rest Period

1-4. *****

5. An en route rest stop/TDY point rest period:

a. Must not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations.

*b. May only be authorized when travel is to the TDY site, unless the AO determines that based on flight availability the traveler cannot rest before reporting back to work, and can only be authorized when necessary in the Gov't's interest and not for the traveler's personal convenience.

C. En Route Rest Stop

1-2. *****

3. Flight Length

*a. The flight length (14, 20, 30, 40 hours)” alone is not sufficient justification to authorize/approve an en route rest stop.

*b. When using flight length to justify a rest stop.

*(1) The TDY mission must be so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before work; and

*(2) the order must clearly state when the TDY travel was identified and when travel reservations were made..

c. The 14 hour flight time criterion is restricted to TDY travel and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEMML, personnel evacuation, or any other transportation.

4-7. *****

D-E. *****

Par. 4605-E :

A-D. *****

*E. COCOM / Joint Task Force Operations TDY Options

<u>Subsist Ashore</u>			
<u>TDY OPTION</u>	<u>SUBSISTENCE</u>	<u>PER DIEM</u>	<u>REMARKS</u>
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Gov't Qtrs and Gov't Meals - Permanent U.S. Installation	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR <u>1</u>
	*Gov't Qtrs and Gov't Meals – Temporary U.S. installation or Temporary Dining Facility/Mess Established for COCOM/JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at the Discount GMR <u>2</u>
	Gov't Qtrs and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals (in the AOR only)	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR

EUM	Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes	IE	Employee Pays for Gov't Meals at the Discount GMR <u>(Civilian Employees Only)</u>
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR <u>(Civilian Employees Only)</u>
<u>Subsist Aboard Gov't Vessel 3</u>			
TDY	Gov't Qtrs and Gov't Meals	None	*Employee Pays for Meals 4 <u>(Civilian Employees Only)</u>
<p><u>FOOTNOTES:</u></p> <p><u>1</u> Full GMR = Food costs plus operating expenses.</p> <p><u>2</u> Discount GMR = Food costs only.</p> <p><u>3</u> Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)</p> <p>*4. See par. 4110, item 8 when a civilian employee traveler is required to pay for meals aboard a Gov't vessel.</p>			

F. *****

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



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3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.
4. TDY training duty is unbroken when a member transfers between Gov't ships at the same place and the transfer is made within a 10-hour period **(Uniformed Members Only)**.
5. Reimbursement for the total cost of Qtrs on the ship and lodging ashore may not exceed the maximum [lodging](#) amount for the TDY locality concerned **(Civilian Employees Only)**.
6. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. 4200-B and 4200-C, as applicable **(Civilian Employees Only)**.
7. The total per diem may not exceed the applicable maximum [per diem rate](#) for the TDY locality concerned **(Civilian Employees Only)**.

~~*8. When an employee is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GMR is paid unless a different special rate is otherwise indicated-authorized/approved by the AO **(Civilian Employees Only)**.~~

~~9. When an employee is required to pay for meals, the employee is reimbursed the meal cost **(Civilian Employees Only)**.~~

C-G. ****

Pars. 4415-B/C:

A. ****

B. En Route Rest Stop/ TDY Point Rest Period

1-4. ****

5. An en route rest stop/TDY point rest period:

- a. Must not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations.

~~*b. May only be authorized when travel is to the TDY site, unless the AO determines that based on flight availability the traveler cannot rest before reporting back to work, and can only be authorized when necessary in the Gov't's interest and not for the traveler's personal convenience. May only be authorized when travel is to the TDY site.~~

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~~e. Must not be authorized for the return flight if the traveler can rest before reporting back to work.~~

C. En Route Rest Stop

1-2. ~~*****~~

3. Flight Length

*a. The flight length (14, 20, 30, 40 hours)" alone is not sufficient justification to authorize/approve an en route rest stop.

*b. When using flight length to justify a rest stop.

~~*(1) The TDY mission must be so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before work; and~~

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~~*(2) the order must clearly state when the TDY travel was identified and when travel reservations were made. Flight length justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work.~~

c. The 14 hour flight time criterion is restricted to TDY travel and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.

~~d. When using flight length to justify a rest stop, the order must clearly state when the TDY travel was identified and when travel reservations were made.~~

4-7. ~~*****~~

D-E. ~~*****~~

Par. 4605-E :

A-D. ~~*****~~

*E. COCOM / Joint Task Force Operations TDY Options

<u>Subsist Ashore</u>			
<u>TDY OPTION</u>	<u>SUBSISTENCE</u>	<u>PER DIEM</u>	<u>REMARKS</u>
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	*Gov't Qtrs and Gov't Meals – Temporary U.S. installation or Temporary Dining Facility/Mess Established for <u>COCOM/JTF</u> Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at the Discount GMR <u>2</u>
	Gov't Qtrs and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals (in the AOR only)	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR
EUM	Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes	IE	Employee Pays for Gov't Meals at the Discount GMR <u>(Civilian Employees Only)</u>
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR <u>(Civilian Employees Only)</u>
<u>Subsist Aboard Gov't Vessel 3</u>			
TDY	Gov't Qtrs and Gov't Meals	None	*Employee Pays for Meals <u>4</u> <u>(Civilian Employees Only)</u>
<p><u>FOOTNOTES:</u></p> <p><u>1</u> Full GMR- = Food costs plus operating expenses.</p> <p><u>2</u> Discount GMR- = Food costs only.</p> <p><u>3</u> Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)</p> <p><u>*4.</u> See par. 4110, item 8 when a civilian employee traveler is required to pay for meals aboard a Gov't vessel.</p>			

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