



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/vap

13 May 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 99-14(I)/CAP 9-14(I) -- Update APP P --
Revised DTR, Part 1, Ch 103

1. **SYNOPSIS:** .Updates language in APP P to comply with DTR, Part 1, Chapter 103 which was revised 9 Jan 2014.
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 JFTR change 331 and JTR change 585, dated 1 July 2014.
5. This determination is effective when printed in the JFTR/JTR.

//approved//

JOEL T. RIDENOUR
Chief, Policy and Regulations Branch

Attachment:
Rev 1

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JFTR/JTR REVISIONS

APP P1, :

*Regulations applicable to the Contract City Pair Program are found in [DTR 4500.9-R, Part I, Ch 103](#), pars. ~~A2 and B2~~ (http://www.transcom.mil/dtr/part-i/dtr_part_i_103.pdf
http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf). Following is an edited extract from that regulation.

A. Policy ([DTR 4500.9-R, Part L, Ch 103](#), par. B2)

1. ~~***~~

2. ~~***~~

~~*3. A GOV'T contractor is not authorized to use GSA city pair fares to perform travel under a contract. A grantee (whether civilian or foreign military personnel) is not authorized to used GSA city pair fares.~~

*4. RESERVED

5. ~~***~~

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (**NOTE**)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

***NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pair airfare, the traveler and not the GOV'T is responsible for costs exceeding the most economical travel routing. DTR, Part I, Ch 103, par. B.2. ~~e-d1~~(note) for the source of this NOTE.**

b. The contract carrier's flight schedule is inconsistent with explicit JFTR/JTR policies to schedule travel during ordinary working hours. See JFTR, par. U3030/JTR, par. C3030.

c. A non-contract (DoD approved) U.S. certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the GOV'T, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a GOV'T and/or military traveler on official business and only may be purchased with a GOV'T procurement document (e.g., a GTR), GTCC, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).**

d. Rail service is available and that service is cost effective and consistent with mission requirements.

~~e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.~~

7. ~~***~~

B. Scheduled Air Carriers ([DTR 4500.9-R, Part L, Ch 103](#), pars. A2 and D2)

*1. Contract air service between city pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city pair airfare is not available***, the POLICY CONSTRUCTED AIRFARE (See APP A1) (including a lower airfare offered by a non-contract carrier limited to GOV'T and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ~~***NOTE: Foreign military personnel are not authorized to use GSA city pair airfares.***~~

2. ***GOV'T contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using GOV'T discount airfares provided in the Contract City Pair Program when purchasing commercial airline tickets.***

NOTE: For civilian personnel, JTR, par. C3225-C for policy regarding Rail or Bus service use.