



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**

## Incidental Expenses Policy Frequently Asked Questions

*The following frequently asked questions are provided in reference to MAP/CAP 186-13, Incidental Expenses.*

*The official policy change is available at:*

[http://www.defensetravel.dod.mil/Docs/perdiem/browse/Travel\\_Regulations/Regulations\\_Changes/Immediate/UTDCTD\\_186-13\(R\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/browse/Travel_Regulations/Regulations_Changes/Immediate/UTDCTD_186-13(R).pdf). *Please note that the information provided below is subject to change*

*without notice and will be updated as necessary.*

### I. Frequently Asked Questions

- 1. The announcement on the DTMO website states “per diem is sufficient to cover CONUS laundry expenses”. The official policy change states “laundry/dry cleaning (regardless of location)”. For clarification purposes, does it apply to CONUS or OCONUS laundry?**

This would apply to all laundry expenses both in CONUS or OCONUS. OCONUS laundry expenses were already included in the OCONUS per diem rate and were not a separate reimbursable expense before this change.

- 2. Will Appendix G be updated with the new change concerning laundry, ATM fees etc.?**

Yes. Changes to APP G are reflected in the 1 November publication of the JTR.

- 3. How do I claim and compute incidental expenses as part of Actual Expense Allowance (AEA)?**

A traveler must itemize both their meal costs and incidentals expenses on a daily basis when filing a voucher for reimbursement. In order to compute incidental expenses for an AEA computation, all incidental expenses claimed on a voucher are added together and then divided by the number of full days TDY. This will establish the daily incidental expense rate to be used for each day for that particular location. The daily incidental rate is then added to the daily meal costs to determine reimbursement within the AEA amount authorized. If the traveler incurred expenses greater than per diem and is authorized an AEA for M&IE, the amount over the per diem rate should be entered on the Non-Mileage Expense Screen in DTS entering AEA for M&IE in the free-form text field. To itemize expenses and assist with this calculation, you can use the [AEA Worksheet for M&IE](#). Please note that this worksheet is only one possible tool and is not a required to be completed. A DD Form 1351-3 could also be used to itemize the expenses, but it will not calculate the AEA. The Services should establish procedures and identify the forms to use to calculate AEA for M&IE.

- 4. Is there a standard form or format AEA should be calculated on for substantiating documentation?**

No, there is no standard form. However, justification must show itemized daily actual meals and expenses authorized with the total compared to the standard meals and incidental expense payments. The free form text field on the Non-Mileage Expense page in DTS must not be used to itemize these expenses. To assist with this calculation, use the [AEA Worksheet for M&IE](#). Please note

that this worksheet is only a calculation tool and is not a required to be completed. The Services can establish their own procedures and forms to calculate AEA for M&IE.

**5. Will DTS be updated with an "AEA" option (similar to Actual Lodging) to avoid having to enter a Non-Mileage expense for M&IE above the prescribed rate?**

We are currently exploring the option to modify DTS.

**6. What steps need to be taken as a traveler to ensure that I do it correctly?**

To assist with calculating AEA for M&IE, use the [AEA Worksheet for M&IE](#). Please note that this worksheet is only a tool to itemize expenses and calculate AEA for M&IE and is not required to be completed. The Services can establish their own procedures and forms to itemize expenses and calculate AEA for M&IE.

**7. What steps need to be taken as an Approving Official to ensure it is performed correctly?**

To assist with calculating AEA for M&IE, use the [AEA Worksheet for M&IE](#). Please note that this worksheet is only a tool to itemize expenses and calculate AEA for M&IE and is not a required to be completed. The Services can establish their own procedures and forms to itemize expenses and calculate AEA for M&IE.

**8. What would constitute an AEA for lodging only? Is this just when they stay at some place over Per Diem due to some event at the location?**

There are many factors for approving an AEA for lodging. The AO must make the determination based on the guidance in the JTR, Chapter 4, Part C. Lodging is reimbursed not to exceed the actual amount paid for the lodging. If lodging cannot be procured at the locality per diem lodging rate due to special circumstances, an AEA may be authorized up to 300%.

**9. If the AEA calculation results are less than the actual per diem allowed, is the traveler required to itemize expenses?**

For M&IE purposes, if an AEA is no longer is required, the traveler's per diem would revert back to the lodgings plus method. By completing an AEA worksheet, the traveler must itemize all incidental expenses that were incurred along with the cost of each individual meal. If the calculations in the worksheet do not show an amount higher than the locality M&IE rate, the traveler would revert to the locality M&IE rate and no non-mileage expense would be entered for AEA.

**10. How is this policy change being implemented for employees represented by a union?**

Before this change can be implemented for employees represented by a union, activities must ensure that they meet all of their bargaining obligations. To facilitate the process with the unions, please contact your servicing human resources office labor relations specialist for assistance.