



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE  
A DIVISION OF THE DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO)**

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PDTATAC/hm

17 April 2009

MEMORANDUM FOR      SEE DISTRIBUTION

SUBJECT:                      CTD for CAP 30-09(I) -- Special Conveyance Reimbursement

1. **SYNOPSIS:** Aligns UTD 33-09(I) changes with paragraph C2102-C of JTR (Vol. 2).
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 printed change number 525 of the JTR dated 1 July 2009.
5. Revisions in this information item are *effective 17 April 2009*.

*//approved by Velda A. Potter for//*

**W. B. Tirrell, Sr.**

Chief, Travel and Transportation Branch

Attachment:

**Rev 1**

**Civilian E-Mail Distribution:**

CAP Members    T&T Branch    PMO-DTS    GSA-3FT    GSA-OGP(MTT)    DTMO    CBCA Judges

## JTR REVISIONS

### Par. C2102 revised:

#### \*C. Special Conveyance (Includes Aircraft) Reimbursement

##### 1. Reimbursable Expenses

a. *It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.*

b. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

c. When the AO authorizes/approves special conveyance/ rental vehicle use for official business, the following reimbursements are authorized per APP G;

(1) Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, aircraft landing and tie-down fees, and transportation to and from the rental facility.

(2) Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day GARS called for in the DTMO rental car agreements; garage (POC parking is a separate miscellaneous reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

(3) Snow tires and similar non-standard equipment necessary for travel by the GOV'T renter, may incur additional charges which are reimbursable when authorized in the travel authorization/order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tires and/or other non-standard items is not authorized.***

(4) A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

(5) A claim for damage to a rental vehicle, while the vehicle is being used for official business, may be reimbursable to the traveler or the rental car company when appropriate as a miscellaneous reimbursable transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) or appropriate Service directives for the non-DOD Services.

##### 2. Rented Automobile Insurance

***NOTE: See par. C2102--B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel.***

a. Insurance Cost. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

(1) The insurance is required by the rental agency in a foreign area or country to provide full coverage insurance but only when renting an automobile, or

(2). Certain classified special operations. See B-204486, 19 January 1982 found at <http://redbook.gao.gov/15/fl0072480.php>.

b. Rented Motor Vehicle Damage. A traveler may be reimbursed for personal funds paid to car rental companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The GOV'T may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous reimbursable transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

***NOTE: TDY ends on Friday. The employee delays return to the PDS until Sunday and retains the rental car. Due to an accident on Sunday, the rental car was damaged. The employee may not be reimbursed for the cost of repairs since the employee was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).***

c. Damage Claims. Requests from an employee, or from a rental company, for reimbursement or payment should be documented and submitted IAW the DOD Financial Management Regulation, Volume 9, Chapter 4 (found at website <http://www.dtic.mil/comptroller/fmr/>). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

3. Special Conveyance Receipts. See par. C1310.