



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

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PDTATAC/vap

30 April 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 37-09(I) -- Delete Reference to Suggested TQSE
Format

1. **SYNOPSIS:** Deletes reference to suggested TQSE(AE) format and replaces with DD Form 2912.
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 30 April 2009*.

//approved//

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

TOC:

JOINT TRAVEL REGULATIONS (JTR)

VOLUME 2

DEPARTMENT OF DEFENSE (DOD) CIVILIAN PERSONNEL

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
<u>CHAPTER 1</u> PART *	<u>DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION</u> ****
<u>CHAPTER 5</u> PART A *****	<u>PERMANENT DUTY TRAVEL</u> APPLICABILITY AND GENERAL RULES ****
PART H	TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) – ACTUAL EXPENSE AND FIXED
Section 1	General
Section 2	TQSE – Actual Expense (TQSE(AE))
Section 3	TQSE Fixed (TQSE(F))
PART *	*****
*****	*****
APPENDIX U	<u>AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS</u>

C5368-B:

B. Submitting TQSE(AE) Claims. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is used to document TQSE expenses for reimbursement.