



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

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PDTATAC/hm

1 May 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 38-09(I) – Update Obsolete JTR References

1. **SYNOPSIS:** Updates obsolete JTR references.
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 JTR change number 526 dated 1 August 2009.
5. Revisions in this information item are *effective 1 May 2009*.

//approved//

W. B. Tirrell, Sr.

Chief, Travel and Transportation Branch

Attachment:

Rev 2

Civilian E-Mail Distribution:

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

JTR REVISIONS

Par. C2215 revised:

*A. General. Par. C2204 applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructed cost purposes, an appropriate transportation officer must determine the applicable mode. Except for POC travel for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization/order, reimbursement is subject to the conditions and restrictions stated in par. C2215.

B. *****

C. *****

D. *****

E. Computation. Except as prohibited in pars. C2204-C and C2204-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the GOV'T would have paid for the authorized transportation mode and route. The traveler is paid whichever (actual or constructed) is less. The authorized transportation mode means the transportation mode that would have been furnished IAW this Volume. Constructed reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, must not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. *****

JFTR/JTR REVISIONS

APP I3 revised:

A. *****

B. *****

C. *****

D. *****

E. PCS Travel

1. General. A travel authorization/order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A PCS travel authorization/order must contain the same basic information prescribed in APP I, Part 4, par. B, plus a statement:

a. In all cases:

- (1) Naming the old and new PDSs and their locations;
- (2) The reporting date at the new PDS; and

b. If applicable:

- (1) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;
- (2) That dependents are accompanying the employee or traveling separately, and if traveling separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
- (3) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. C2302. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges. See APP G.;
- (4) Of the maximum HHG weight the employee may transport including:
 - (a) SIT authority;
 - (b) HHG shipment origin and/or destination points (when different from the employee's);
 - (c) The transportation method (commuted rate or actual expense (GOV'T-arranged or employee arranged NTE the GOV'T-arranged cost)); and
 - (d) (For GOV'T-arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at GOV'T expense (e.g., borne by, or collected from, the employee);
- (5) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(6) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(7) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel authorization/order. If Relocation Services is contingent, the block must be checked on the travel authorization/order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

2. CONUS PCS Travel. *****

3. First Duty Station for an Appointee. *****

4. OCONUS Permanent Duty Travel

a. General. A travel authorization/order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:

(1) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. C5000.;

(2) Of the actual residence, as appropriate;

(3) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;

(4) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

(5) Of transportation modes (see APP I4, par. B) (circuitous route travel for personal reasons may not be authorized at GOV'T expense, see pars. C2000 and C2204);

(6) For POC travel, that POC travel is to the GOV'T's advantage, or of the reimbursement limitation IAW par. C2159;

(7) Prohibiting the use of commercial transportation modes when travel reservations are made by GOV'T transportation facilities. See par. C2204.;

(8) Of the maximum HHG weight the employee may transport and/or store; and

(a) Any weight limitation imposed by the OCONUS command;

(b) The weight allowance for consumables if authorized (par. C5154-D and APP F);

(c) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a GOV'T-arranged move; and

(d) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(9) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(10) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the GOV'T's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(11) Whether or not a POV shipment is authorized;

(12) If ocean-going car ferries are authorized. See par. C2166.;

(13) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary QTRS occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); ***NOTE: Authorization/Order preparers must not reduce the number of TQSE(AE) days on an authorization/order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***

(14) If property management services are authorized; and

(15) If TQSA and/or FTASE are/is authorized.

b. RAT Conditions. *****

F. TCS Travel

1. *****

2. Travel Authorization/Order Content. Each travel authorization/order must reference any prior TCS travel authorizations/orders to which it is related. A travel authorization/order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel authorization/order must contain the same basic information prescribed in APP I, Part 4, par. B, plus a statement:

a. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;

b. Of the PDS(s) and TCS involved and locations;

c. Of the TCS/PDS reporting date; and if applicable;

d. Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;

e. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

f. That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. C2302. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see APP. G);

g. *****

For OCONUS travel only:

- j. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
- k. Of transportation modes (see par. APP I, Part 4, par. B);
- l. Prohibiting commercial transportation use when GOV'T transportation facilities (see par. C2204) make the travel reservations;
- m. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
- n. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- o. Whether or not POV shipment is authorized; and
- p. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

G. *****