



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

4601 North Fairfax Drive, Suite 800

Arlington, Virginia 22203-1546

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/hm

23 June 2009

MEMORANDUM FOR      SEE DISTRIBUTION

SUBJECT:                      CTD for CAP 53-09(I) – HHT Deduction

1. **SYNOPSIS:** Removes the erroneous language from JTR, pars. C5372-A and C5634-A; clarifies no HHT (AE) deduction is made if the TQSE (AE) is authorized for 30 or fewer days. The HHT and TQSE example number 2 found in par. C5372-A is correct.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Army.
4. These changes are scheduled to appear in printed change number 527 of the JTR dated 1 September 2009.
5. Revisions in this information item are *effective 23 June 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. C5372 revised:**

#### **C5372 COMPUTATION**

##### **A. TQSE(AE) Calculation**

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See Ch 5, Part M for HHT. For example, if an employee is:

- a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 day TQSE(AE) period;
- b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30 day TQSE(AE) period; or
- c. Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 day TQSE(AE) period.

### **Par. C5634 revised:**

#### **C5634 HHT ICW TQSE ALLOWANCE**

A. TQSE(AE). If an employee is paid/reimbursed for HHT days and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodgings-Plus' or fixed amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For a reimbursed:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,
2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

B. TQSE(F). *The number of days paid/reimbursed for a HHT are not deducted from TQSE(F)*. See par. C5392.