



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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PDTATAC/dlw

21 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 20-13(I)/CAP 17-13(I) – Update JFTR/JTR  
APP O and Correct References

1. **SYNOPSIS:** Updates JFTR/JTR APP O, par. T4045-G based on previous changes to 37 USC §452(b)(9) which changed the reimbursement for actual cost of gas and oil to a mileage Allowance and made the authority to pay Inactive Duty Training (IDT) outside the normal commuting distance permanent. Original changes to the law were published in “UTD/CTD for MAP 126-12(E)/CAP 111-12(E) -- Inactive Duty Training Outside Normal Commute – Mileage and Permanent Authority”. This item also corrects references throughout JFTR/JTR, APP O and JTR, par. C4730-B2.
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 JFTR change 316 and JTR change 570, dated 1 April 2013.
5. Revisions in this information item are *effective 21February 2013*.

//Approved//

**W. B. TIRRELL, SR.**

Chief, Policy and Regulations Branch

Attachment:

Rev 1

**Uniformed E-Mail Distribution:**

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

**Civilian E-Mail Distribution:**

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

**MAP 20-13(I)/CAP 15-13(I)**

**Rev 1 (2/21/13)**

## JTR REVISIONS

### C4730-B2:

#### B. Constructed Cost Comparison by Airplane

2. The GOV'T's constructed transportation cost is computed on fares or charges for the POLICY CONSTRUCTED AIRFARE (APP A) (often contract city pair airfare, par. C3045-D).

## JFTR/JTR REVISIONS

### APP O:

### T4000-C5:

\*5. ADT tours of 140 or more days at one location (except as noted in JFTR, par. U2240-B) and active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW JFTR, par. U7150-A4b(3)).

### T4010:

\*Rates for private conveyance mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2600. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2610. Per diem rates by location showing the lodging, meals and IE components are provided by the DTMO (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

### T4020-B:

\*1. A traveler must follow JFTR/JTR, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2000/JTR, par. C2000).

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4. It is **mandatory** that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

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\*b. Must use economy/coach accommodations for all official GOV'T funded travel, unless 'other than economy/coach' accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3510-A and U3510-B/JTR, pars. C3510-A and C3510-B. Reason for use examples, when authorized/approved:

\*(1) Medical reasons – See JFTR, par. U2110-J2/JTR, par. C2110-J2, or

\*(2) Mission requirement - TDY mission timing requires 'other than economy/coach'. When 'other than economy/coach' TDY transportation is authorized/approved because the mission timing is "so

urgent it cannot be postponed,” ‘other than economy/coach’ transportation should only be authorized on the way to the TDY site. Economy/coach accommodations use should be annotated on the trip record and used for the return transportation if the return timing is not critical and the traveler can rest before reporting back to work. See JFTR, pars. U3510-A and U3510-B/JTR, pars. C3510-A and C3510-B.

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\*10. Each traveler must be treated as an honest, responsible customer, and must follow JFTR/JTR. The DoDFMR, Vol. 9, JFTR, par. U2705/JTR, par. C2705, apply when a fraudulent claim submission is suspected.

## **T4025:**

### A. CTO Use

#### 1. Mandatory Policy

*\*a. It is MANDATORY DoD policy that all Uniformed Service member and DoD civilian travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at GOV'T expense without prior proper authority (JFTR/JTR pars. U2400/C2400, U3650/C3650, and U3600/C3600 for exceptions).*

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\*C. Foreign Ship or Aircraft Transportation. Transportation in foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3525-H/JTR, par. C3525-H).

## **T4030:**

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B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and economy/coach accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city pair flights, or to arrange non-U.S.-certificated carriers, or business (but not first) class accommodations (JFTR, par. U4326, **NOTE 1**/JTR, par. C4485, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3510, and U3620 (trains only)/JTR, pars. C3510, and C3620 (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized rental car IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per TRANSCOM policy, when the CTO is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW APP G.

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\*5. A claim for damage to a rental vehicle, while the rental vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a reimbursable expense. The claim must be adjudicated

as payable per the DoDFMR, Volume 9, Ch 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service issuances for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <http://www.defensetravel.dod.mil/Rental/>. When the AO has not authorized/approved special conveyance use, reimbursement for rental car use is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U4920-A1/JTR, par. C4720-item 8).

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\*E. POC. When the AO authorizes/approves a POC as being to the GOV'T's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO-authorized transportation (e.g., commercial plane). In either case (to the GOV'T's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), JFTR, par. U2650-A/JTR, par. C2650-A. ***NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less round-trip (400 miles one-way) at its discretion.***

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\*K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city pair airfare (YCA), not the capacity-controlled city pair airfare (\_CA), if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY-CONSTRUCTED AIRFARE (see APP A1) (except as limited by JFTR, par. U3500-H/JTR, par. C3500-H). City pair (YCA) airfare transportation is presumed available if there is a city pair between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

\*L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U4925, U3310-A, U3320-B, U3315-A, and U3335/JTR, pars C3310-A, C3320-B, C3315-A, C3310, C3335, and C4760.

## **T4040:**

### **A. Lodging Overnight Required - Business Travel Standards**

#### **1. Sleeping**

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\*d. GOV'T QTRS availability/non-availability must be documented as indicated in JFTR, par. U2570-A.

*\*2. Per diem cannot be limited based on the presence of ‘nearby’ GOV’T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another ‘nearby’ U.S. INSTALLATION or other uniformed facility or elsewhere). The non-availability indicated in JFTR, par. U2570-A is required only for GOV’T QTRS ‘on’ the U.S. INSTALLATION at which the member is assigned TDY.*

*\*NOTE: The member is not required to seek (or check for) GOV’T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Example: A member who is required to check QTRS availability at a U.S. INSTALLATION, does so, and documents non-availability cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period) IAW JFTR, par. U2570-A.*

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#### D. Lodging Overnight Not Required

##### 1. Transportation

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\*b. If travel is in the local area (JFTR, par. U2800/JTR, par. C2800) around the PDS, a GOV, public transportation paid for by the command, or a POC may be used.

\*c. JFTR, par. U4925/JTR, par. C4760 for travel to/from a transportation terminal.

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\*i. For distance determination JFTR, par. U2650-A/JTR, par. C2650-A (DTOD requirements).

### **T4045:**

\*A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. See JFTR, par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers’ Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in JFTR, par. U2240), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

\*B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member’s home and the location at which the member normally performs “drill” (e.g., the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member’s designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see JFTR, par. U2800) of the member’s assigned unit or home.

D. Per Diem Not Payable. No per diem is payable to:

\*6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see JFTR, par. U2800) of the assigned unit or home. If required to occupy transient GOV’T housing, reimbursement for actual lodging cost is authorized;

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G. Inactive Duty Training outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, ‘outside the local commuting distance’ is defined as the local travel area as prescribed under JFTR, par. U2800, but not less than 150 miles one-way by DTOD.

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\*2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip (37 USC §478a(c))*.

\*a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, the Other Mileage Rate (see JFTR, par. U2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

b. Lodging and Meals. The actual cost of the member’s lodging (including tax (*NOTE*), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

*\*NOTE 1: The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G).*

#### H. Summary of Allowances for An RC Member

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##### 2. Table 2 - Active Duty without Pay

#### **FOOTNOTES (Tables 1 and 2)**

\*2/ Except as noted in JFTR, parU2240.

##### 3. Table 3 - Inactive Duty Training with or without Pay

#### **FOOTNOTES (Table 3)**

\*2/ TDY station is alternate site outside the local commuting area (JFTR, par. U2800) of the member's assigned unit or home for par. T4045.

#### **T4050-C5:**

\*5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2715-A/JTR, par. C2715-A. The traveler:

#### **T4060-B2:**

\*2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JFTR, pars. U3510-A and U3620 (trains only)/JTR, pars. C3510-A and C3620 (trains only) may authorize/approve

business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JFTR, par. U3520-C/JTR, par. C3520-C, and must be recorded on the Trip Record.

***\*NOTE 3: The 14-hour rule only (JFTR, par. U3520-C11a/JTR, par. C3520-C11a) applies en route to the TDY site. On a return trip to the PDS, authority for business-class transportation should not be provided.***

\*3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). JFTR, par. U3525-H /JTR, par. C3525-H. *U.S.-certificated carriers are not "available" if:*

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\*6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger rental car is justified IAW JFTR, par. U3320-C2/JTR, par. C3320-C2.

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\*11. Shipment or Storage of HHG. An AO may authorize/approve shipment of UB for an employee (JTR, par. C4490), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY location. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage for a member may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.