



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/vap

25 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 24-13(I)/CAP 24-13(I) -- Updates Chapters 1 -
3 References in Appendices

1. **SYNOPSIS:** Updates Chapters 1-3 references in the Appendices.
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 25 February 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

JFTR REVISIONS

TOC Ch 3, Part D:

PART D: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

- U3300 GENERAL**
- A. TDY/PCS Public/Special Conveyance Reimbursement
 - B. Local Travel Transportation Expenses
 - C. Requirements
- U3305 MISCELLANEOUS REIMBURSABLE EXPENSES**
- A. Allowable Reimbursement
 - B. Reimbursement Not Allowed
 - C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses
- U3310 TAXICAB/LIMOUSINE SERVICE USE**
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 - B. Between Residence and PDS on TDY Travel Day
- U3315 BUS, STREETCAR, AND SUBWAY USE**
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- U3320 SPECIAL CONVEYANCE USE**
- A. Authorization/Approval
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 - D. In and around PDS/TDY Station
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- U3330 SELECTING A RENTAL VEHICLE**
- A. Instructions and Guidance
 - B. CTO Use
 - C. Rental Service Cost
 - D. DTMO Rental Car Agreement
 - E. Additional Rental Car Cost
 - F. Motor Pools and Commercial Rental Companies
 - G. DTMO Vehicle Rental Agreements
 - H. Domestic and Foreign Rental Car Information

- I. Reimbursement Limitation
- J. Non-DOD Services

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C3300 GENERAL

- A. TDY/PCS Public/Special Conveyance Reimbursement
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- B. Between Residence and PDS on TDY Travel Day

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- A. To/from Transportation Terminals
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C3320 SPECIAL CONVEYANCE USE

- A. Authorization/Approval
- B. To/from Carrier Terminals
- C. Between Duty Stations
- D. In and around PDS/TDY Station
- E. Limited to Official Purposes
- F. Reimbursement
- G. Special Conveyance Receipts
- H. Special Conveyance Use for PCS Travel

C3330 SELECTING A RENTAL VEHICLE

- A. Instructions and Guidance
- B. CTO Use
- C. Rental Service Cost
- D. DTMO Rental Car Agreement
- E. Additional Rental Car Cost
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- G. DTMO Vehicle Rental Agreements

- H. Domestic and Foreign Rental Car Information
- I. Reimbursement Limitation

APP E1, par. A2r:

r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. *An ITA is not used to document attendance at, or payments related to attendance by individual participating in an unofficial capacity for, Chaplain led programs. See par. U1240;*

APP E2:

PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ Travel Authorization Number _____

Address _____

Date Approved _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____
(Date)

for the purpose of _____

for approximately _____ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately Owned Conveyance

The authorizing/order issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the GOV'T is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.

To arrange transportation call: (____)_____

*If you purchase transportation from a travel office (travel agency) not under contract to the GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a (Contracted) Commercial Travel Office (CTO) if available. If the contract between the GOV'T and the CTO does not permit the CTO to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C3500.

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APP I, Note:

APPENDIX I

PART 1: DELEGATION OF AUTHORITY

****NOTE: Only the officials listed in par. C3510 may authorize/approve premium class air accommodations.***

A. * * *

APP I2, par. E2:

*2. Incurred expenses/services, initiated by the employee based on an anticipated travel order, are not reimbursable. See JTR, pars. C2200-D and C5020 and CBCA 1370-RELO, 22 January 2009.

APP I3, par. B1:

B. Information Required ([FTR §301-10.5](#))

*1. General Information. The following information must be included on each travel order. ***NOTE: See par. C2110-E if premium-class accommodations are authorized.***

a. * * * ;

*. * * * ;

p. * * *.

APP I3, par. B2:

2. **Specific Authorization/Approval.** ([FTR §301-2.5](#)) The following travel arrangements require specific authorization prior to travel commencement or specific approval:

- *a. Use of premium class service on common carrier transportation (par. C3520-C);
- *b. Use of a non-U.S.-certificated air carrier (par. C3525);
- *c. Use of extra-fare train service (par. C3625);
- d. Travel cost estimate (a blanket travel order should include an estimate for the period covered);
- e. A statement that the employee(s) is (are) authorized to travel; and
- f. If permitted, a statement that return travel to the PDS during extended TDY is authorized at GOV'T expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

APP I3, par. E1b(3):

* (3) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. C3105. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges subject to reimbursement after travel is completed. See APP G.;

APP I3, par. E2b(11):

* (11) The conditions in par. C5900-C1 for using more than 2 POCs are authorized/approved by a travel order amendment after the fact.

APP I3, par. E3f:

*f. That the conditions in par. C5900-C1 for using more than 2 POCs are authorized, or approved by a travel order amendment after the fact.

APP I3, par. E4a(5):

* (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. C3005-E, C3210 and C3220);

APP I3, par. E4a(6):

* (6) For POC travel, that POC travel is to the GOV'T's advantage, or of the reimbursement limitation IAW par. C5900;

APP I3, par. E4a(7):

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

APP I3, par. E4b(12):

*(12) If ocean-going car ferries are authorized. See par. C3700.;

APP I3, par. F2f:

*f. That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. C3105. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see APP. G);

APP I3, par. F2l:

*l. Prohibiting commercial transportation use when GOV'T transportation facilities make the travel reservations;

APP I3, par. H:

*H. Travel at No Expense to the GOV'T. See par. C1000-D.

APP I4, par. A2, Item 11:

Item 11.** ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. C2215. ***NOTE: This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.

APP I4, par. A2, Item 16b:

*b. Excess Accompanied Baggage -- " _____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. C3105.

APP I4, par. A2, Item 16d(2), NOTE:

****NOTE: Only an official, designated IAW par. C3510-A, has authorization/approval authority for first class accommodations and par. C3510-A for business class accommodations.***

APP I4, par. A2, Item 16g:

*g. GTCC -- DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a GTCC is not accepted or cannot be used, and par. C2500.

APP I4, par. A2, Item 16k:

*k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. C2305).

APP I4, par. A2, Item 16l:

*l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the GOV'T's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the GOV'T's advantage (par. C3210-C). (Ex: Air travel is apparently to the GOV'T's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

APP I4, par. A2, Item 16r:

*r. 'Fly America' Act -- Include the endorsement required by par. C3525-F when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

APP I4, par. B2, Item 28c NOTE:

****NOTE: Only an official, designated IAW par. C3510-A, has authority for first-class accommodations authorization/approval and par. C3510-A for business accommodations authorization/approval.***

APP I4, par. B2, Item 28d:

*l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the GOV'T's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the GOV'T's advantage (par. C3210-C). (Ex: Air travel is apparently to the GOV'T's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

APP I4, par. B2, Item 28e:

*e. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. C2305).

APP I4, par. B2, Item 28h:

*h. POC Use Is Not to the GOV'T's Advantage--Indicate when POC travel is not to the GOV'T's advantage. When travel is by POC (specifically by privately owned boat) and not to the GOV'T's advantage, a statement must be placed on the order that GOV'T procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available GOV'T procured air transportation (plus appropriate per diem) (par. C5915).

APP I4, par. B2, Item 28i(1):

*(1) 'Fly America' Act--Include the endorsement required by par. C3525-F when commercial non-U.S.-certificated/registered ship(s) or air carrier(s) use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

JFTR/JTR REVISIONS

APP A1, Accommodations, B1:

ACCOMMODATIONS

B. Common Carrier

1. Other Than Economy/Coach

*a. First class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed “first class” by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. For first class transportation authority, see JFTR, par. U3510-A/JTR, par. C3510-A.

*b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as “business, business elite, business first, world business, connoisseur, or envoy” depending on the airline, passenger rail carrier, and ship. It is also a service class offered on Amtrak Acela/Metroliner extra fare train service. See JFTR, par. U3510/JTR, par. C3510 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

APP A1, Government Conveyance:

GOVERNMENT CONVEYANCE

A. Includes:

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use.
2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

B. Does not Include:

1. A GOV'T owned ship totally leased for commercial operation, or
- *2. A rental vehicle, for personally procured moves, (JFTR, par. U5320-D). See [52 Comp. Gen. 936 \(1973\)](#))

APP A1, Mileage Allowance:

MILEAGE ALLOWANCE

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
- *2. For current rates, see JFTR, par. U2600 and JTR, par. C2600.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT))**

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
- *3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

APP A1, Mixed Mode:

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

- *1. Personally-procured commercial transportation (JFTR, par. U3045 and JTR, par. C3045),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

APP A1, Monetary Allowance in Lieu of Transportation:

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
- *3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

APP A1, Per Diem Allowance, par. F2:

- *2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, par. U2810-C and JTR, par. C2810-C.;

APP A1, Permanent Change of Station:

PERMANENT CHANGE OF STATION (PCS)

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or GOV'T convenience within the

corporate limits of the same city or town ICW a transfer between activities;

2. A change in the home port of a ship or mobile unit or of the permanent duty station of a shore based unit;

3. Change from home or from the PLEAD to the first PDS upon:

a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;

*b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2240 for exceptions) for 20 or more weeks;

c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);

d. Enlistment or induction into the Service (regular or during emergency); and

e. Change from the last PDS to home upon:

(1) Discharge, resignation, or separation from the Service under honorable conditions;

(2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;

(3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

(4) Retirement; and

(5) Temporary disability retirement.

APP A1, Permanent Duty Station, par. A4:

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION.**

*4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JFTR, par. U2240. See JFTR, par. U2240 for examples of scheduled duration and extensions.

APP A1, Privately Owned Conveyance:

PRIVATELY OWNED CONVEYANCE (POC)

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier.

*2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR & JTR, pars. U3325-F/C3325-F.

3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.

4. See **TRANSPORTATION.**

APP A1, Secretarial Process:

SECRETARIAL PROCESS

*A. **UNIFORMED MEMBER**. Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under JFTR, par. U1015-C.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:

- a. Secretary of a Military Department,
- b. Director of a Defense Component,
- c. Director, Administration & Management for:
 - (1) Office of the Secretary of Defense,
 - (2) Washington Headquarters Services,
 - (3) Organization of the Joint Chiefs of Staff,
 - (4) Uniformed Services University of the Health Sciences,
 - (5) U.S. Court of Military Appeals, and
- d. Designated representative for any of the above.

*2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under JTR, par. C1015.

APP A1, Travel Status:

***TRAVEL STATUS**. The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2250 and JTR, par. C2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

APP A1, Transportation Expenses:

***TRANSPORTATION EXPENSES**. The costs related to transportation (JFTR, par. U3040/JTR, par. C3040 and JFTR/ JTR APP G.

APP H2, Sec 2A13:

*13. Approval reason code and JTR/JFTR par. justification reference:

Approval Code: Choose an item.

Par. Reference: (e.g., JTR, par. C3520-C2), (First class see Part II, Section B; Business class see Part III, Section A of APP H)

APP H2B:

***SECTION 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES**

(See JTR, par. C3520-C; JFTR, par. U3520-C)

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	JTR & JFTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
F1	*JTR, par. U3520-C1b or JFTR, par. U3520-C1b	Lower Class Not Available in Time
F2	*JTR, par. C3520-C3 or JFTR, par. U3520-C3	Medical
F3	*JTR, par. C3520-C4 or JFTR, par. U3520-C4	Security
F4	*JTR, par. C3520-C5 or JFTR, par. U3520-C5	Mission
F5	*JTR, par. C3520-C6 or JFTR, par. U3520-C6	Only first class provided
F6	*JTR, par. C3520-C7 or JFTR, par. U3520-C7	*Non-Federal source
FC	*JTR, par. C3520-C8 or JFTR, par. U3520-C8	Congressional Travel

**One of the other 6 reasons (F1 through F5 or FC) must also apply.*

APP H3A:

PART 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES

**(See JTR, par. C3500-C; JFTR, par. U3520-C)*

APPROVAL CODE/REFERENCE/REASON			
Approval code	Paragraph reference	Reason for travel	<u>NOTE</u>
B1	*JTR, par. C3520-C3 or JFTR, par. U3520-C3	Medical	
B2	*JTR, par. C3520-C4 or JFTR, par. U3520-C4	Security	
B3	*JTR, par. C3520-C9 or JFTR, par. U3520-C9	Foreign flag coach not adequate	
B4	*JTR, par. C3520-C6 or JFTR, par. U3520-C6	Only business class provided	
B5	*JTR, par. C3520-C7 or JFTR, par. U3520-C7	Non-Federal source	1
B6	*JTR, par. C3520-C11a or JFTR, par. U3520-C11a	Over 14 hours	
B7	*JTR, par. C3520-C10 or JFTR, par. U3520-C10	Overall savings	
B8	*JTR, par. C3520-C1b or JFTR, par. U3520-C1b	Lower Class Not Available in Time	
B9	*JTR, par. C3520-C5 or JFTR, par. U3520-C5	Mission	
BC	*JTR, par. C3520-C8 or JFTR, par. U3520-C8	Congressional Travel	
BF	*JTR, par. C3520-C12 or JFTR, par. U3520-C12	Required by Foreign Government Regulations, MOU/MOA/SOFA	

NOTE:

1. For business-class accommodations, this is a 'stand-alone' reason.

APP H5A:

***SECTION 5A: TRAIN TRAVEL OTHER THAN COACH CLASS
ACCOMMODATIONS CODES**

***(See JTR, par. C3625-D; JFTR, par. U3625-C)**

*APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	JTR & JFTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
T1	*JTR, par. C3625-D1 or JFTR, par. U3625-D1	Lower Class Not Available
T2	*JTR, par. C3625-D2 or JFTR, par. U3625-D1	Medical
T3	*JTR, par. C3625-D3 or JFTR, par. U3625-D3	Security
T4	*JTR, par. C3625-D4 or JFTR, par. U3625-D4	Health Standards
T5	*JTR, par. C3625-D5 or JFTR, par. D3625-D5	Mission
T6	*JTR, par. C3620 or JFTR, par. U3620	Advantageous to the GOV'T

APP H5B:

***SECTION 5B: SHIP TRAVEL OTHER THAN LOWEST FIRST-CLASS ACCOMMODATIONS CODES**

***(See JTR, par. C3660-C; JFTR, par. U3660-C)**

*APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	JTR & JFTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
S1	*JTR, par. C3660-C1b or JFTR, par. U3660-C1b	Lower Class Not Available
S2	*JTR, par. C3660-C1c or JFTR, par. U3660-C1c	Medical
S3	*JTR, par. C3660-C1d or JFTR, par. U3660-C1d	Security

APP P1, par. A6b:

*b. The contract carrier's flight schedule is inconsistent with explicit JFTR/JTR policies to schedule travel during ordinary working hours. See JFTR, par. U3030/JTR, par. C3030.

APP P1, par. B, NOTE at end:

***NOTE: For civilian personnel, JTR, par. C3225-C for policy regarding Rail or Bus service use.**

APP P2, par. B2b:

*b. The contract carrier's flight schedule is inconsistent with explicit JFTR/JTR policies to schedule travel during ordinary working hours (See JFTR, par. U3030 and JTR, par. C3030.); or

APP P2, par. C1:

C. City-Pair Air Travel Accommodation FAQs

***1. Do I have to use the contract city-pair air carrier if authorized to use other than economy-/coach-class airfare (business-or first-class)?**

Yes. The City-Pair Program contracts are mandatory for coach and, within DoD, for other than economy/coach service when the contract carrier offers an 'other than economy/coach' contract airfare. 'Other than economy/coach' service accommodations must be authorized IAW the JFTR, par. U3520 and JTR, C3520.

APP R, TOC:

APPENDIX R
CONFERENCES

*JFTR/JTR, APP R applies to Uniformed Members and DoD civilian employees (JFTR, par. U1000 and JTR, par. C1000). It is derived from the Federal Travel Regulation (FTR) and FTR references are cited within APP R.

APP R2, par. B:

*B. Authority. Title 5 USC §4110 and 37 USC §455 authorizes conference attendance expenditures for meetings concerned with the functions and activities of a Uniformed Service/DoD COMPONENT that contribute to improved conduct, supervision, or management of the Service's/component's functions and activities and such expenses are authorized as necessary expenses. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations ([38 Comp. Gen. 800 \(1959\)](#) and [55 Id. 1332 \(1976\)](#)). This authority is independent of the training authority included in JTR, par. C4630 and JFTR/JTR, APP R2, par. E5 unless it is administratively determined that training is the primary purpose of attendance at a meeting.