



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**  
**HOFFMAN BUILDING 1, ROOM 836**  
**2461 EISENHOWER AVENUE, ALEXANDRIA, VA 22331-1300**

PDTATAC/dlw

5 January 2009

MEMORANDUM FOR      MILITARY ADVISORY PANEL  
                                 CIVILIAN ADVISORY PANEL

SUBJECT:                      UTD/CTD for MAP 134-08(E)/CAP 114-08(E) – Clarify Use of  
   City-Pair Airfares In JFTR/JTR

1. **SYNOPSIS:** This item clarifies the use of city-pair airfares to alternate locations when on official travel. Travel to and from the alternate location is official travel. Contract city-pair airfares may be used if the contract city-pair airfare to the alternate location does not exceed the cost of the contract city-pair airfare. If the cost to the alternate location exceeds the cost of the contract city-pair; the city-pair airfare may not be used, nor may the cost of the city-pair airfare be applied toward the purchase of a commercial ticket. Travel arrangements must be made IAW JFTR, par. U3120 and reimbursement for air transportation limited to the amount of the city-pair airfare.
2. These changes are scheduled to appear in JFTR change number 267, and JTR change number 521, dated 1 March 2009.
3. This determination is *effective on 5 January 2009*.

*//Signed//*  
S. W. WESTBROOK  
Director

Attachment:  
Rev 2

**Uniformed E-Mail Distribution:**

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

**Civilian E-Mail Distribution:**

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

## JFTR REVISIONS

### U7200-A3b:

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b. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR. *If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.* If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city-pair airfares are not authorized for any of the transportation to/from that alternate place.

<b>Example 1</b>	
Member's PDS is in Germany and the HOR is Ames, IA. There is no city-pair airfare between Germany and Ames, IA.	
The policy-constructed airfare (see APP A) between Germany and Ames (incorporating some city-pair airfare connections):	\$1,200
Member desires to utilize COT travel to Boston, MA.	
City-pair airfare to/from Boston:	\$1,400
Least expensive policy-constructed airfare to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Ames, IA, no city-pair airfares may be used to/from Boston.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	
The member is <i>not responsible</i> for the additional \$200 cost if transportation to/from Boston, MA, is authorized/approved by the Secretarial Process making the city-pair airfare to/from Boston available.	

<b>Example 2</b>	
Member's PDS is in Germany and the HOR is Washington, DC.	
Round trip city-pair airfare trip cost:	\$980
Member desires to utilize COT travel to/from St. Louis, MO.	
Round trip city-pair airfare to/from St. Louis:	\$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from the HOR in Washington, DC, the member is authorized city-pair airfare to/from St. Louis (\$840) NTE the \$980 cost to HOR.	

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### U7205-C:

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<b>Example 1</b>	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
Round trip city-pair airfare between Location A and Location C:	\$1,200
Round trip city-pair airfare between Location A and Location B:	\$1,400
Round trip policy-constructed airfare between Location A and Location B:	\$1,600
Since transportation to/from Location B is more expensive than transportation to/from the closest CONUS international airport, Location C, no <i>city-pair airfare may be used</i> to/from Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

<b>Example 2</b>	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
Round trip city-pair airfare between Location A and Location C:	\$1,200
Round trip city-pair airfare between Location A and Location B:	\$ 980
Since transportation to/from Location B is less expensive than transportation to/from the closest CONUS international airport, Location C, the member is authorized city-pair airfare to/from Location B (\$980) NTE the \$1,200 cost to Location C.	

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**U7206-F:**

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<b>Example 1</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city-pair airfare between Ft. Campbell and Ft. Belvoir and the policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$400.	
Round trip city-pair airfare between Ft. Campbell and Denver	\$500
Round trip policy-constructed airfare to/from Denver	\$600
Since transportation to/from Denver is more expensive than transportation to/from Ft. Belvoir, no city-pair airfare may be used to/from Denver. The member's financial responsibility is \$600 of which \$400 is reimbursable.	

<b>Example 2</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City-pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City-pair airfare from Ft Hood to Atlanta	\$280
Since transportation to Atlanta, GA, is less expensive than transportation to the PDS (Ft Belvoir) the member is authorized city-pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

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**U7207-D:**

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3. Alternate Destination(s). A member may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. Travel to and from the alternate destination(s) is official travel, and therefore contract city-pair airfares *may* be available for use. ***If the member travels to more expensive alternate destination(s), city-pair airfares are not authorized for any transportation to any of the alternate destination(s).***

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

<b>Example 1</b>	
A member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	

There is no city-pair airfare between Bahrain and Frankfurt, Germany.	
The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$1,200.	
The member desires to utilize FEML to Boston, MA.	
Round trip city-pair airfare to/from Boston:	\$1,400
Round trip policy-constructed airfare to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city-pair airfare may be used to Boston. The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

<b>Example 2</b>	
A member's PDS is in Brazil and the authorized destination is Miami, FL.	
Round trip city-pair airfare between Brazil and Miami is:	\$980
The member desires to utilize FEML to St. Louis, MO.	
Round trip city-pair airfare from Brazil to St. Louis is:	\$840
Since transportation to St. Louis, MO, is less expensive than transportation to the Miami FL, the member is authorized city-pair airfare to/from St. Louis (\$840) NTE the \$980 cost to/from Miami.	

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### **U7215-C:**

C. **Reimbursement.** TDY travel and transportation allowances are payable. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized. The GOV'T/GOV'T-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. *If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair airfares are not authorized for use.*

### **U7300-C:**

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\*3. **Alternate Destination.** A member may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. The alternate destination is an official travel location, and therefore available contract city-pair airfares may be available for use. *If the member travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.*

\*4. **Examples.** The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

<b>Example 1</b>	
A member's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare between Albania and Frankfurt, Germany and the round trip policy-constructed airfare (see APP A) between Albania and Frankfurt (incorporating some city-pair airfare connections) is:	\$1,200
Baltimore, MD, is the authorized CONUS destination. The round trip city-pair airfare between Albania and Baltimore is:	\$1,000
The member desires to utilize R&R to Boston, MA. Round trip city-pair airfare between Albania and Boston is:	\$1,400
Round trip policy-constructed airfare between Albania and Boston is:	\$1,600

Since transportation to Boston, MA, is more expensive than transportation to Frankfurt, Germany or Baltimore, MD, no city-pair airfare may be used to Boston.		
Since transportation to/from Frankfurt is more expensive than transportation to/from Baltimore, the cost to/from Frankfurt is used for cost comparison.		
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.		

<b>Example 2</b>		
A member's PDS is in Croatia and the authorized destination is Frankfurt, Germany.		
Round trip city-pair airfare between Croatia and Frankfurt is:		\$980
Baltimore, MD, is the authorized CONUS destination. The round trip city-pair airfare between Croatia and Baltimore is:		\$1,400
The member desires to utilize R&R to St. Louis, MO. The round trip city-pair airfare between Croatia and St. Louis is:		\$1,200
Since transportation to St. Louis, MO, is less expensive than transportation to Baltimore, MD, the member is authorized the city-pair airfare to St. Louis (\$1,200) <i>NTE the \$1,400 cost to Baltimore.</i>		

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**U7305-E:**

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<b>Example 1</b>		
Member's PDS is in Germany and the nearest CONUS air port is Baltimore. Member wants to travel to Denver, CO.		
City-pair airfare to Baltimore:		\$1,200
City-pair airfare to Denver:		\$1,400
Policy-constructed airfare to Denver =		\$1,600
Since transportation to Denver is more expensive than transportation to Baltimore, no city-pair airfare may be used to Denver.		
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.		

<b>Example 2</b>		
Member's PDS is in Germany and the nearest CONUS air port is Baltimore. Member wants to travel to Atlanta, GA.		
City-pair airfare to Baltimore:		\$1,200
City-pair airfare to Atlanta:		\$ 980
Since transportation to Atlanta, GA, is less expensive than transportation to Baltimore, the member is authorized city-pair airfare to Atlanta (\$980) NTE the \$1,200 cost to Baltimore.		

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## JTR REVISIONS

### C5536:

A. Authorization

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3. Contract city-pair airfares may be available for use. *If the employee/dependent travels to a more expensive alternate destination, city-pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for any excess cost.*

4. The policy-constructed airfare (see APP A) is to be used for constructed cost purposes (see APP P, Part I-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

<b>Example 1</b>	
Employee's PDS is in Germany and the actual residence is Ames, IA. There is no city-pair airfare between Germany and Ames, IA.	
The policy-constructed airfare (see APP A) between Germany and Ames (incorporating some city-pair airfare connections):	\$1,200
Employee desires to utilize RAT to Boston, MA.	
City-pair airfare to/from Boston:	\$1,400
Least expensive policy-constructed airfare to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Ames, IA, no city-pair airfare may be used to/from Boston.	
The employee's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

<b>Example 2</b>	
Employee's PDS is Germany and the actual residence is Washington, DC.	
Round trip city-pair airfare trip cost:	\$980
Employee desires to utilize RAT to/from St. Louis, MO.	
Round trip city-pair airfare to/from St. Louis:	\$840
Since transportation to/from St. Louis, MO, is less expensive than the transportation to/from the actual residence in Washington, DC, the employee is authorized city-pair airfare to/from St. Louis (\$840) NTE the \$980 cost to the actual residence.	

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### C7375-E:

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E. Travel to an Alternate Destination

1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate destination and return to the TDY assignment, the DOD component may procure transportation or provide an advance of funds for the employee to procure transportation; however, the employee must reimburse the Gov't for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/ approved.

2. **City-pair airfares may be used only when transportation is entirely GOV'T-funded.** Since the GOV'T only funds the excess costs of transportation (including en route per diem) from a TDY location to an alternate destination and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate destination and return, city-pair airfares may not be used for travel to an alternate destination.

**C7700-D:**

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\*3. Alternate Destination(s). An employee may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of Gov't-provided transportation to the authorized destination. Travel to and from the alternate destination(s) is official travel, and therefore contract city-pair airfares **may** be available for use. ***If the employee travels to more expensive alternate destination(s), city-pair airfares are not authorized to any of the alternate destination(s).***

\*4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

<b>Example 1</b>	
An employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare between Bahrain and Frankfurt, Germany.	
The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$1,200.	
The employee desires to utilize FEML to Boston, MA.	
Round trip city-pair airfare to/from Boston:	\$1,400
Round trip policy-constructed airfare to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city-pair airfare may be used to/from Boston. The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

<b>Example 2</b>	
An employee's PDS is in Brazil and the authorized destination is Miami, FL.	
City pair airfare to/from Miami:	\$980
The employee desires to utilize FEML to St. Louis, MO.	
City-pair airfare to/from St. Louis is:	\$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from the Miami, FL, the traveler is authorized city-pair airfare to/from St. Louis (\$840) NTE the \$980 cost to Miami.	

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**C7750-C:**

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\*3. Alternate Destination. An employee may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. Travel to and from the alternate destination is official travel, and therefore contract city-pair airfares may be available for use. ***If the employee travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.***

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

<b>Example 1</b>	
An employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare between Albania and Frankfurt, Germany. The round trip policy-constructed airfare (see APP A) between Albania and Frankfurt (incorporating some city-pair airfare connections) is:	\$1,200
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to/from Baltimore is:	\$1,000
The employee desires to utilize R&R to/from Boston, MA. The city-pair airfare to/from Boston is:	\$1,400
Policy-constructed airfare to/from Boston is:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany or Baltimore, MD, no city-pair airfare may be used for any transportation to/from Boston.	
Since transportation to/from Frankfurt is more expensive than transportation to/from Baltimore, the cost to/from Frankfurt is used for cost comparison.	
The employee's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

<b>Example 2</b>	
An employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.	
Round trip city-pair airfare between Croatia and Frankfurt is:	\$ 980
Baltimore, MD, is the authorized CONUS destination. The round trip city-pair airfare between Croatia and Baltimore is:	\$1,400
The employee desires to utilize R&R to St. Louis, MO. The round trip city-pair airfare between Croatia and St. Louis is:	\$1,200
Since transportation to St. Louis, MO, is less expensive than transportation to Baltimore, MD, the employee is authorized the city-pair airfare to St. Louis (\$1,200) <i>NTE the \$1,400 cost to Baltimore.</i>	