



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/dlw

11 October 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 138-12(I)/CAP 119-12(I) – Update References
and Align JFTR/JTR Language

1. **SYNOPSIS:** Updates references in JFTR, par. U4326-B and JTR pars. C4555-B and C4990-E incident to the rewrite of JFTR/JTR Chapters 1–3 and aligns JFTR/JTR language where policy is the same.
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 312, and JTR change 566, dated 1 December 2012.
5. Revisions in this information item are *effective 11 October 2012*.

//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

U4326-B:

*B. En Route Rest Stop/TDY Point Rest Period. Authorizing/approving an en route rest stop or TDY point rest period must be used only when the circumstances warrant. *A rest stop/rest period must not be 'automatic'*. The AO must consider each request for an en route rest stop/TDY point rest period individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U3030 about scheduled travel and NOTE 1 in par. U4326 on rest periods. An en route *rest stop/TDY point rest period must not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations. An en route rest stop/TDY point rest period may only be authorized when travel is to the TDY site. An en route rest stop must not be authorized for the return flight if the traveler can rest before reporting back to work.*

JTR REVISIONS

C4485-B:

*B. En Route Rest Stop/TDY Point Rest Period. Authorizing/approving an en route rest stop or TDY Point rest period must be used only when the circumstances warrant. *A rest stop/rest period must not be 'automatic'*. The AO must consider each request for an en route rest stop/TDY point rest period individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C3030 about scheduled travel and the NOTE before par. C4485-A on rest periods. An en route *rest stop/TDY point rest period must not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations. An en route rest stop/TDY point rest period may only be authorized when travel is to the TDY site. An en route rest stop must not be authorized for the return flight if the traveler can rest before reporting back to work.*

C4555-B3:

*Example 2: A DoD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized NTE the single room rate and room tax on the single rate if applicable limited to applicable locality lodging rate; or the reduced per diem lodging rate prescribed by the Secretarial Process or equivalent authority annotated on the TDY travel order for lodging rental/lease at other than a daily rate. See par. C2230, if the civilian employee's TDY duration exceeds 30 days. The lodging cost is split equally among the named people indicated on the signed lodging agreement/contract.

*Example 3: A DoD civilian employee is TDY to Location A and stays in commercial lodging. Multiple family members later join the member at personal expense with no additional lodging expense incurred by the GOV'T. The non-GOV'T travelers are reflected as occupants on the lodging receipt. The official traveler is authorized up the single room rate and room tax on the single rate limited to the applicable locality rate; or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order. See par. C2230, if the civilian employee's TDY duration exceeds 30 days.

C4990-E2a(1):

2. Regular TDY

a. General. For regular TDY, a traveler:

* (1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days at any one location. Par. C2230-C provides guidance on exceptions and waiver authority to the 180 day limit;