



**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

PDTATAC/vap

31 December 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 140-09(I)/CAP 118-09(I) -- Add Comptroller
General Decision AEA over 300% Must be Authorized

1. **SYNOPSIS:** Adds a Comptroller General decision (47 Comp. Gen. 127 (1967)) confirming that AEA over 300% for uniformed service members OCONUS must be authorized in advance only and may not be approved after the fact.

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 printed change number 279 of the JFTR, and change number 533 of the JTR, dated 1 March 2010.

5. Revisions in this information item are *effective 30 December 2009*.

//approved//

WILLIAM B. TIRRELL, SR.

Lead, Regulatory Implementation Team

Attachment:

Rev 1

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

U4250:

U4250 OVER 300% MAXIMUM AEA

Under special/unusual circumstances or when a *member* has no alternative but to obtain *OCONUS* lodging that exceeds 300% of the applicable [rate](#) (par. U4255), an amount in excess of 300% may be authorized *in advance only* (47 Comp. Gen. 127 (1967)) by an AEA issued by:

1. The PDTATAC Chief. These requests must be submitted IAW pars. U4210-1 to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Regulations Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

or by email to pdtatac@dtmo.pentagon.mil with "AEA REQUEST" in the subject line; or

2. The Secretary Concerned for specific OCONUS classified missions. *This authority must not be re-delegated.*

NOTE: An AEA in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This AEA type cannot be authorized for civilian employees.

JFTR/JTR REVISIONS

T4040-A1d:

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO/TMC can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76 for lodging and \$46 M&IE). The AO could authorize up to \$320 for lodging (300% x \$122 = \$366 - \$46 = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* (47 Comp. Gen. 127 (1967)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for *only a uniformed member*. See JFTR, par. U4250. The traveler is financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

NOTE 1: * * *

NOTE 2: * * *

NOTE 3: * * *