



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/vap

31 October 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 162-14(I)/CAP 162-14(I) -- Spouse
Representational Travel

1. **SYNOPSIS:** Updates spouse travel in Appendix E to incorporate changes made to DoDD 4500.56 -- DoD Policy on the Use of Government Aircraft and Air Travel, change 3, dated 24 June 2014. In that revision, 'family member' (dependent) was removed and changed to 'spouse'.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Navy.
4. These changes are scheduled to appear in the JTR, dated 1 December 2014.
5. This determination is *effective on 24 June 2014*.

//approved//

JOEL T. RIDENOUR
Chief, Policy and Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:

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

Civilian E-Mail Distribution:

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

JTR REVISIONS

App E1, A2m:

*m. Spouses' Invitational Travel is for a family member. All applicable conditions in items (1) through (6) below must be met before allowances are authorized/approved.

*(1) The AO determines that a spouse may travel with the sponsor, at Gov't expense, when the spouse's presence would further the interest of the DoD, the Military Service or the command when the spouse travels to:

*(a) Attend a function in which the DoD Sponsor is participating in their official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part, or

*(b) Attend a function (with or without the DoD Sponsor) attended by spouse of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the Sponsor is meeting in their official capacity, or

*(c) Attend a function (with or without the DoD Sponsor) where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/flag officers serving as OCONUS or combatant commanders (as specified in [DoD 4515.13-R](#), "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in [DoDD 4500.56](#), DoD Policy on the Use of Gov't Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.***;

(d) Secretary of a Military Department, or designees, for requests from a staff member; and

(e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

*(6) Authorization/approval of spouse travel for official purposes requires the exercise of good judgment in application. AOs should be mindful of the need to withstand public scrutiny and avoid the appearance that spouse travel is being abused. For example, good judgment would counsel against travel if:

(a) The official function that the spouse is to attend is an incidental part of the trip and the spouse will be occupied primarily with personal activities; or

(b) Travel to the official function is immediately preceded or followed by personal leave in the same locale.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Gov't funded transportation only (i.e., no per diem or actual expense allowances) for the spouse, must include the following statement: ***“This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled.”*** Approval authorities must maintain records of all approved requests for spouse travel that, at a minimum detail 1) the spouse's name, 2) dates and purpose of travel, and 3) any other information that supports justification of the approval;

The following pages are the same policy preceding this page but showing tracked changes.



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JTR REVISIONS

App E1, A2m:

~~*m. Dependents' Spouses'~~ Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

~~*(1) The AO determines that a dependent-spouse may travel with the sponsor, at Gov't expense, when the spouse's presence would further the interest of the DoD, the Military Service or the command- when the spouse travels to:~~

~~*(a) Dependent participates, in an official capacity, at an unquestionably official function Attend a function in which the DoD Sponsor is participating in their official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part, or~~

~~*(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature. Attend a function (with or without the DoD Sponsor) attended by spouse of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the Sponsor is meeting in their official capacity, or~~

~~*(c) Attend a function (with or without the DoD Sponsor) where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families.~~

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/flag officers serving as OCONUS or combatant commanders (as specified in [DoD 4515.13-R](#), "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in [DoDD 4500.56](#), DoD Policy on the Use of Gov't Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be

delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.***;

- (d) Secretary of a Military Department, or designees, for requests from a staff member; and
- (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

*(6) Authorization/approval of spouse travel for official purposes requires the exercise of good judgment in application. AOs should be mindful of the need to withstand public scrutiny and avoid the appearance that spouse travel is being abused. For example, good judgment would counsel against travel if:

- (a) The official function that the spouse is to attend is an incidental part of the trip and the spouse will be occupied primarily with personal activities; or
- (b) Travel to the official function is immediately preceded or followed by personal leave in the same locale.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Gov't funded transportation only (i.e., no per diem or actual expense allowances) for the ~~dependent~~spouse, must include the following statement: ***"This travel authorization authorizes the ~~dependent~~spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the ~~dependent~~spouse. If the ~~dependent~~spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled."***
Approval authorities must maintain records of all approved requests for spouse travel that, at a minimum detail 1) the spouse's name, 2) dates and purpose of travel, and 3) any other information that supports justification of the approval;