



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
A DIVISION OF THE DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO)**

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PDTATAC/tlw

24 March 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD for MAP 33-09(I) - Reinsert Wording In Par. U3415-C

1. **SYNOPSIS:** Reinserts wording that was unintentionally deleted in a previous item.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by PDTATAC staff.
4. These changes are scheduled to appear in printed change number 270 of the JFTR, dated 1 June 2009.
5. Revisions in this information item are *effective 25 March 2009*.

W. B. Tirrell, Sr.
Chief, Travel and Transportation Branch

Attachment:

Rev 1

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JFTR REVISIONS

U3415-C:

C. Special Conveyance (Includes Aircraft) Reimbursement

1. Reimbursable Expenses

a. *It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.*

b. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

c. When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G:

(1) Rental cost, tax and local assessments on rental vehicle users, necessary gas and oil, aircraft landing and tie-down fees, and transportation to and from the rental facility.

(2) Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day GARS called for in the DTMO rental car agreements; garage (POC parking is a separate miscellaneous reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

(3) Snow tires and similar non-standard equipment necessary for travel by the GOV'T renter, may incur additional charges which are reimbursable when authorized in the travel authorization/order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tires and/or other non-standard items is not authorized.***

(4) A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

(5) A claim for damage to a rental vehicle, while the vehicle is being used for official business, may be reimbursable to the traveler or the rental car company when appropriate as a miscellaneous reimbursable transportation expense. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) or appropriate Service directives for the non-DOD Services.

2. Rented Automobile Insurance

NOTE: See par. U3415-B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel.

a. **Insurance Cost.** The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

(1) The insurance is required by the rental agency in a foreign area or country to provide full coverage insurance but only when renting an automobile, or

(2) Certain classified special operations are involved.

b. Rented Motor Vehicle Damage. A member may be reimbursed for personal funds paid to car rental companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to car rental companies instead of to the member, if appropriate. In either case, the reimbursement is a miscellaneous reimbursable transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

c. Damage Claims. Requests from a member, or from a rental company for reimbursement or payment should be documented and submitted IAW the DOD Financial Management Regulation, Volume 9, Chapter 4 (*found at website <http://www.dtic.mil/comptroller/fmr/>*), or appropriate Service regulations for the non-DOD Services. Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

3. Special Conveyance Receipts. See par. U2500-B.