



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
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PDTATAC/tlw

29 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 38-10(I)/CAP 35-10(I) -- Courier Travel
Rewrite

1. **SYNOPSIS:** Rewrites and aligns courier travel information in the JFTR and JTR.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Per Diem Committee staff.
4. These changes are scheduled to appear in printed change number 282 of the JFTR, and change number 536 of the JTR, dated 1 June 2010.
5. Revisions in this information item are *effective 1 June 2010*.

WILLIAM B. TIRRELL, SR.
Chief, 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

CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

PART D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

U7050 TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

A. Travel and Transportation Allowances. Except as noted in this par., all travel and transportation allowances, for couriers, are the same as for TDY.

B. Transportation. If practicable, a courier must use an available CTO/TMC, and GOV'T-procured transportation for necessary premium-class accommodations in pars. U3125, U3130, or U3135. Otherwise, reimbursement is for all personally-procured transportation and premium-class accommodations (with the required documentation per par. U2000-A on an actual cost basis (including tax)).

C. Documentation

1. Documentation authorizing/approving premium-class accommodations required in par. U2000-A must be included in/with the order.
2. If a CTO/TMC and/or GOV'T-procured transportation was not used, the claim must explain why, and be accompanied by the receipt or an acceptable statement indicating the amount paid, if \$75 or more.
3. If an explanation, receipt/statement, and premium-class authorization/approval are not furnished, reimbursement is limited to the cost of the POLICY-CONSTRUCTED AIRFARE (APP A).

JTR REVISIONS

CHAPTER 7

TRAVEL UNDER SPECIAL CIRCUMSTANCES

PART Q: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

C7900 TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

- A. Travel and Transportation Allowances. Except as noted in this par., all travel and transportation allowances, for couriers, are the same as for TDY.
- B. Transportation. If practicable, a courier must use an available CTO/TMC, and GOV'T-procured transportation for necessary premium-class accommodations in pars. C2204 and C2205. Otherwise, reimbursement is for all personally-procured transportation and premium-class accommodations (with the required documentation per par. C2000-A) on an actual cost basis (including tax)).
- C. Documentation
1. Documentation authorizing/approving premium-class accommodations required in par. C2000-A must be included in/with the order.
 2. If a CTO/TMC and/or GOV'T-procured transportation was not used, the claim must explain why, and be accompanied by the receipt or an acceptable statement indicating the amount paid, if \$75 or more.
 3. If an explanation, receipt/statement, and premium-class authorization/approval are not furnished, reimbursement is limited to the cost of the POLICY-CONSTRUCTED AIRFARE (APP A).