



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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PDTATAC/dlw

23 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 70-12(I)/CAP 64-12(I) -- Update References  
in JFTR/JTR, Chapter 7

1. **SYNOPSIS:** Updates references in JFTR/JTR, Chapter 7 based on changes made in JFTR/JTR merger.
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 306, and JTR change 560, dated 1 June 2012.
5. Revisions in this information item are *effective 23 April 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

### U7025-C:

- \*1. Service Requirement. Each Service may publish an issuance that requires use of GOV'T procured transportation and meal tickets (par. U2030).
2. Reimbursable Expenses. APP G for reimbursable expenses.
3. GOV'T Procured Transportation and Meal Tickets Not Used. If the AO accepts the applicant's reason(s) for not using GOV'T procured transportation and meal tickets:
  - \*a. The TDY automobile mileage rate is paid for POC travel for personal convenience for the official distance of the ordered travel (par. U4920-A1), and/or
  - b. Reimbursement is provided for occasional meals and QTRS (par. U4510) if meal tickets were not available and meals and/or lodgings were required.

\*Otherwise the traveler is reimbursed under par. U3045-B or U5108-A, as applicable.

### CH 7, Part C:

*\*NOTE: See Ch 1, Part C for PDS work site and TDY parking reimbursement.*

### U7050:

\*B. Transportation. If practicable, a courier must use an available CTO, and GOV'T procured transportation for necessary 'other than economy/coach' accommodations in pars. U3500, U3650, or U3600. Otherwise, reimbursement is for all personally procured transportation and 'other than economy/coach' accommodations (with the required documentation per par. U2100-A on an actual cost basis (including tax)).

#### C. Documentation

- \*1. Documentation authorizing/approving 'other than economy/coach' accommodations required in par. U2100-A must be included in/with the order.

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### U7115:

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#### \*E. Reimbursement

- \*1. Member/Dependent Procured Transportation. Reimbursement for member/dependent procured transportation is IAW:
  - a. Par. U3045 for overland travel, and

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\*F. Conditions

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\*3. A member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under par. U7115 must begin before the ship departs the construction, overhaul or inactivation location.

**U7200:**

A. Authority

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\*2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. U4929, and Ch 3, Part D.

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F. Reimbursement

1. Member Procured Transportation

a. Member Directed to Use Available GOV'T/GOV'T Procured Transportation. An eligible member, directed to use available GOV'T/GOV'T procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. *Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*

<b>Example 1</b>	
<i><b>NOTE: Costs in this example are not actual costs and are used for illustration only.</b></i>	
Member's PDS is in a non foreign OCONUS location, and the HOR is in a CONUS location.	
City pair airfare one way transoceanic trip cost:	\$775
Member elects not to use the CTO (policy violation and par. U1245) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one way transoceanic ticket:	\$500
Transoceanic airfare reimbursement (\$500) is not authorized IAW par. U5108-A.	

**U7206:**

\*A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location or any time classified as leave or administrative absence. ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) between the TDY/unit location or ship and the:

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3. Other location if authorized emergency leave as determined under DoDI 1327.06 (Leave and Liberty Procedures <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>) for DoD Services and/or Service regulations (par. U1015-C2h).

B. Transportation

3. The policy in par. U3220-B allowing reimbursement up to the directed mode cost does not apply if GOV'T transportation is reasonably available and not used.

**U7210:**

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B. Transportation Allowances

1. A member performing travel under par. U7210-A may select:

a. Transportation in kind;

\*b. Commercial transportation cost reimbursement when the member travels at personal expense (Ch 3, Part B), ***NOTE: IAW par. U3045-C, it is mandatory policy that a member uses an available CTO to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3045; or***

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**U7251:**

A. Travel Status. *Except when both the member's home and the medical facility are within the same corporate city limits*, a member:

1. On the TDRL, undergoing a required periodic physical examination, is in a travel status during the:

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\*b. Travel to and from a medical facility (par. U2800-F).

\*B. Travel and Transportation Allowances. Travel and transportation allowances expire when TDRL status expires. TDRL status expires five years after the date when the member's name was placed on the TDRL, or sooner, per the medical reexamination results IAW [10 USC §1210\(b\)](#).

1. Travel outside the Corporate City Limits of the Member's Home. A TDRL member is authorized TDY travel and transportation allowances:

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b To, from, and during a hearing, when under an order to appear before a PEB.

Appointed attendant or escorts TDY travel and transportation allowances may be authorized/approved per Agency/Service regulations IAW par. U7250-C. 'Other than economy/coach' seating accommodations, if necessary for medical reasons, must be authorized/approved IAW par. U3510-A requirements.

2. Local Travel

\*a. If a member's home and the medical facility/PEB are within the same corporate city limits (see par. U2800-B) transportation expenses reimbursement is under Ch 2, Part L.

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## **U7300:**

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### **B. General**

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\*3. Arranging Official Travel. See par. U2400

\*4. Commercial Aircraft Use. See par. U3500

### **E. Transportation**

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\*3. Procurement. Commercial air transportation must be IAW par. U2400.

## **U7305:**

### **C. Transportation**

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\*3. Commercial Transportation. If GOV'T/GOV'T procured transportation is not available, the member must procure round trip commercial transportation via an available CTO (par. U2400).

4. Reimbursement. Transportation reimbursement:

a. Is authorized for:

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\*(3) POC travel at actual cost (par. U4915-B).

## **U7400:**

### **A. General**

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\*2. Transportation and Meal Tickets. Necessary transportation and meal tickets (or the cash equivalent of meal tickets (par. U2030)) may be furnished for travel to the new PDS/another place directed by competent authority.

3. Reimbursement. Reimbursement, up to the directed mode cost, (par. U3220-B) is not authorized.

## U7450:

### A. Transportation

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\*2. Limitations. The provisions in par. U3220-B allowing reimbursement up to the directed mode cost does not apply.

\*B. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs NTE the meal tickets values in par. U2030.

## U7451:

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\*B. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in kind to the HOR, or place authorized for residence. *Par. U3220-B, allowing reimbursement NTE the directed transportation mode cost, does not apply.*

### C. Prisoners on "Commandant's Parole"

\*3. Actual Transportation Costs and Occasional Meals. If it is impractical to furnish transportation in kind and meal tickets for any of the travel addressed in par. U7451-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. U3045, and for occasional meals (par. U4510).

## U7500-B:

\*B. Reimbursement Limitation. Par. U3220-B, allowing reimbursement up to the directed mode cost, does *not* apply.

## U7551-D:

D. Circumstances. This Part prescribes the travel and transportation allowances payable for a dependent's escort/ attendant. This travel may be authorized under the following circumstances, for:

### 3. Non concurrent PCS Travel

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\*d. *Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*

### 4. Unusual/Emergency Circumstances

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\*d. *Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*

## **CH 7, Part S:**

**\*For uniformed member travel expenses not payable by the GOV'T,  
see pars. U1000-D, U1000-E1, and U1000-E2.**

### **U7660:**

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#### **I. Transportation**

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\*3. Procurement. Commercial air transportation must be IAW par. U2400.

#### **4. Reimbursement**

\*a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. U4925).

### **U7750:**

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\*B. Reimbursement. An armed forces member accompanying a Member of Congress/congressional employee on official travel under the authority in [31 USC §1108\(g\)](#) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

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2. Per diem/AEA NTE the rate prescribed for a Member of Congress/congressional staff employee(s) that the armed forces member is accompanying;

\*provided the armed forces member's travel is in support of congressional travel authorized/approved by SECDEF or the Secretary Concerned (par. U3520-C8).

### **U7755:**

\*Approval codes required on documentation for 'other than economy/coach' Congressional travel are first class (FC), and business class (BC) (par. U3520-C8).

### **U7960:**

A. General. Travel to specialty care over 100 miles applies in the following special circumstances:

#### **1. TRICARE Prime Enrollee**

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c. Reimbursement

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\*(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. U2650).

2. Retired Member with a Combat Related Disability

c. Reimbursement

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\*(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. U2650).

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C. Transportation

1. General. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved.

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b. GOV'T Transportation Not Used. When GOV'T transportation is not available, or is not practicable, patients may be transported by one of the following modes:

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\*(2) Personally procured commercial transportation (par. U2400), and/or

## **JTR REVISIONS**

### **C7160:**

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#### **B. Interviewee Responsibilities**

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\*3. Contract Carriers Use. An interviewee is a mandatory user of the GOV'T'S city pair airfares with airlines and Amtrak and is bound by rules outlined in Ch 3, Part A.

4. Liability Notice. The interviewee:

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\*e. And the interviewing DoD Component are bound by the same rules that apply to a DoD traveler/Component (par. C3005).

### **CH 7 Part E:**

**\*For travel expenses not payable by the GOV'T, see par. C1000-D.**

### **C7340:**

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#### **B. Receipts**

1. See par. C2710 and DoDFMR 7000.14-R, Volume 9 for receipt requirements.

### **C7345:**

A. General. Funds may be advanced for travel and transportation expenses covered in this Part under DoD Component policies and procedures, and IAW Ch 2, Part E.

### **C7400:**

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B. Reimbursement. A DoD employee accompanying a Member of Congress/congressional staff employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

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2. Per diem/AEA NTE the rate prescribed for a Member of Congress/congressional staff employee(s) that the DoD civilian employee is accompanying;

\*provided the DoD civilian employee's travel is in support of congressional travel authorized/approved by SECDEF or the Secretary Concerned (pars. C3520-C8).

### **C7505:**

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\*E. 'Other than Economy/Coach' Accommodations. For full reimbursement, 'other than economy/coach' class accommodations must be IAW par. C2110-D.

### **C7520:**

\*The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons IAW par. C3100-A2.

### **C7550:**

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F. Commercial Transportation. The following applies:

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\*3. Accommodations must be in coach (unless 'other than economy/coach' accommodations are authorized/approved under par. C2800-B) or, when air service is not available, minimum first class rail or bus service.

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\*5. U.S. certificated carriers must be used except as indicated in par. C2800-C.

G. Travel Order

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\*2. Commercial Aircraft. See par. C3500 regarding use of commercial aircraft.

\*3. Arranging Official Travel. See par. C2400 for arranging official travel.

### **C7614:**

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\*E. Accommodations. Accommodations must be in coach (*unless 'other than economy/coach' accommodations are authorized/approved for medical reasons by the appropriate official designated in par. C3510-A*) or, when air service is not available, minimum first class ship, rail, or bus service.

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\*H. U.S. Certificated Air Carriers. U.S. certificated air carriers must be used except as in par. C3525.

### **C7616:**

\*The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for a dependent traveling without the employee. TDY regulations for transportation accommodations for TDY travel apply to EVT (par. C3525, use of commercial aircraft; par. C2400, arranging official travel).

### **C7700:**

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#### J. Transportation

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\*3. Procurement. Commercial air transportation must be IAW par. C2400.

#### 4. Reimbursement

\*a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. C4760).

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#### O. Order

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\*3. Commercial Air Transportation. See par. C3525.

\*4. Arranging Official Travel. See par. C2400.

### **C7750:**

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#### B. General

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\*3. Arranging Official Travel. See par. C2400.

\*4. Commercial Aircraft Use. See par. C3525.

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#### E. Transportation

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3. Procurement. Commercial air transportation must be IAW par. C2400.

### **C7900:**

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\*B. Transportation. If practicable, a courier must use an available CTO, and GOV'T procured transportation for necessary 'other than economy/coach' accommodations in pars. C3525 and C3650. Otherwise, reimbursement is for all personally procured transportation and 'other than economy/coach' accommodations (with the required documentation per par. C2100-A) on an actual cost basis (including tax)).

#### C. Documentation

- \*1. Documentation authorizing/approving 'other than economy/coach' accommodations required in par. C2100-A must be included in/with the order.