



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/dlw

24 February 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 8-11(E)/CAP 5-11(E) -- Adds Definition of Transit System

1. **SYNOPSIS:** Adds the definition of transit system to Appendix A definitions and adds language to the JFTR/JTR where transit system is applicable based on the General Services Administration (GSA) in FTR amendment 2010-02, dated 7 June 2010 amending the FTR by adding the new terms and definition for "Transit system".
2. These changes are scheduled to appear in JFTR change 292, and JTR change 546, dated 1 April 2011.
3. This determination is *effective on 24 February 2011*.

//Approved//

DANE SWENSON

Chief, Strategic Planning and Policy Division

Attachment:

Rev 3

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

U3415-D:

D. To/From Transportation Terminals. The member:

1. May have special conveyance use authorized/approved for travel to and from local transportation terminals;
2. May have special conveyance use authorized/approved to, from, and between transportation terminals by the AO when neither a public transit system nor GOV'T transportation between the terminals meets the ordered travel requirements; and

U3500:

B. Local Area. The local area is the area:

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;

C. Control and Delegation

1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.

2. These officials also are responsible for:

- a. Furnishing public transit system tokens/tickets, when appropriate; and

NOTE: DoD or the Service must specify the business practice for managing and safeguarding such items if applicable.

- b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.

NOTE: This does not relate to the transit subsidy program.

U3505-B:

1. Local public transit system (when tokens, tickets or cash fares are not furnished);
2. Taxicab fares plus transportation-related tips; and
3. Hire and operation of a special conveyance including necessary parking fees.

U3505-D3:

3. Cost of local public transit system when tokens, tickets or cash fares are not furnished.

NOTE: DoD or the Service must specify the business practices for managing and safeguarding such items if applicable.

U3510-C1:

1. Local public transit system fares;

U5355-B2b(1):

- * (1) Both are in an area ordinarily serviced by the same local public transit system, or

JTR REVISIONS

C2001-A3a:

a. GOV'T-contract Rental Automobile. A GOV'T-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to an employee who travels to a destination by common carrier, such as airplane, train, bus, or other public transit system and would customarily rent a GOV'T-furnished vehicle for local transportation in the destination area. For travel under par. C2001-A3, an employee also may use a GOV'T-furnished automobile if a GOV'T-contract rental automobile is unavailable or if use of a GOV'T-furnished automobile is practical. A GOV'T-furnished automobile continues to be available for use in an isolated area in which a commercial rental contractor is not available.

C2102-C1c(2):

(2) Reimbursable transportation expenses such as public transit systems and taxi fares; parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day GARS in the DTMO rental car agreements; garage (POC parking is a reimbursable expense – APP G), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

C2215-E:

E. Computation. Except as prohibited in pars. C2204-C and C2204-D, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. The traveler is paid whichever (actual or constructed) is less. The authorized transportation mode means the transportation mode that would have been furnished IAW JTR. Constructed reimbursement for taxicab fares, plus tip or public transit system fares, must not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

C2400:

B. Local Area. The local area is the area:

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;

C. Control and Delegation

1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.
2. These officials also are responsible for:
 - a. Furnishing public transit system tokens/tickets, when appropriate; and

NOTE: DoD or the Service must specify the business practice for managing and safeguarding such items if applicable.

- b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.

NOTE: *This does not relate to the transit subsidy program.*

C2401-B1:

1. Local public transit system (when tokens, tickets or cash fares are not furnished);

C2402-C1:

1. Local public transit system fares;

C5622-B1:

1. Local transportation by common carrier, other public transit systems, DTMO-negotiated car rental agreement (par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the MALT rate in par. C2505 may be authorized.
2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C7170:

A. Travel Expense Payment

1. Transportation Expenses by Common Carrier, other than Local Public Transit Systems. Interviewee transportation by common carrier, other than local public transit systems, must be paid for through the use of a GOV'T-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus rail, and other public transit systems.

JFTR/JTR REVISIONS

APP A1:

See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

PUBLIC TRANSIT SYSTEM. A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

TRANSOCEANIC TRAVEL. Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.
