



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/vap

6 October 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 93-11(I)/CAP 96-11(I) -- Rental Car -- No Reimbursement for Purchased Items

1. **SYNOPSIS:** Clarifies there's no reimbursement for the purchase of equipment (e.g., snow tires, GPS) ICW special conveyances, but reimbursement for the purchase of gas or oil is authorized.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by DTMO Staff.
4. These changes are scheduled to appear in JFTR change 300, and JTR change 554, dated 1 December 2011.
5. Revisions in this information item are *effective 6 October 2011*.

//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/JTR REVISIONS

APP G:

<u>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</u>	X	X
<p><i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</i></p> <p>*1. <u>CTO Use</u>. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.</p> <p>*2. <u>Reimbursable Expenses</u>. <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i></p> <ul style="list-style-type: none"> a. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized. b. Rental cost, tax and local assessments on rental vehicle users. c. Necessary gas and oil. d. Aircraft landing and tie-down fees. e. Transportation to and from the rental facility, public transit systems, and taxi fares. f. Parking; ferry fares; bridge, road and tunnel tolls; g. Traveler access fee (when charged); h. Garage, hangar, or boathouse rental. i. Operator's subsistence. j. Optional extra collision hull insurance for rental aircraft. k. Mandatory rental car insurance coverage required in foreign countries. l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs (related to tire rental) necessary for the required non-standard equipment. m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use. n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business. o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. B-204486, 19 January 1982 (http://redbook.gao.gov/15/r0072480.php). p. <u>Rented Motor Vehicle Damage</u> <ul style="list-style-type: none"> (1) <u>DoD Travelers</u>. A traveler may be reimbursed for personal funds paid to rental car 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 the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/ payment must be documented and submitted IAW the DoDFMR, Volume 9, Chapter 4, (http://www.dtic.mil/comptroller/fmr/), Statements, itemized bills, and an accident report are typical requirements (<i>47 Comp. Gen. 145 (1967)</i>). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website http://www.defensetravel.dod.mil/Rental/. (2) <u>Uniformed Non-DoD Service Member</u>: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance. q. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. 		

*3. Expenses that are NOT Reimbursable. The following expenses are *NOT* reimbursable:

a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

b. Rental Car Insurance in the U.S./Non-foreign OCONUS Location. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented. *See 2o above for classified operations.*

c. Damage to Rental Car when Being Used on Other than Official Business. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.

Example: TDY ends on Friday. The traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident ([GSBCA 16477-TRAV, 13 October 2004](#)).

*d. Purchase of Equipment. Purchased (as opposed to rented) equipment (e.g., snow tires, GPS, toll transponder), is not reimbursable.