



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE  
COMMITTEE  
4800 Mark Center Drive, Suite 04J2501  
Alexandria, VA 22350-9000  
[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/hm

1 October 2014

***6 October 2014: Revised APP G for clarity in respond to DFAS and USMC email follow-ups to command inquires. APP G shown completely to capture highlighted MAP/CAP changes; clarify there's no Gov't baggage tips expense; and removed incorrect prepaid phone language.***

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 186-13/CAP 186-13 – Incidental Expenses

1. **SYNOPSIS:** Adds ATM fees, baggage tips, laundry/dry cleaning (regardless of location), and transportation tips as part of the daily incidental expenses when performing official travel. The aforementioned expenses were previously separate miscellaneous reimbursable expenses incurred by an eligible traveler when authorized by the responsible AO in the GOV'T's interest.
2. Based on FY11 DTS (DTMO) data, the annual projected cost savings for implementation of this item is \$15.6M of the overall \$348M miscellaneous expense reimbursement expended by DoD travel and transportation program to eligible travelers.
3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in JTR change dated 1 November 2014.
5. ***This determination is effective on 1 October 2014 when it was approved by the Chair.***

TONIA BOCK  
Chief, Strategic Planning and Policy Division

Attachment:  
Rev 4

**Uniformed E-Mail Distribution:**

MAP Members	P & R Branch	PMO-DTS	GSA-3FT	GSA-OGP(MTT)	PPC
-------------	--------------	---------	---------	--------------	-----

**Civilian E-Mail Distribution:**

CAP Members	P & R Branch	PMO-DTS	GSA-3FT	GSA-OGP(MTT)	CBCA Judges
-------------	--------------	---------	---------	--------------	-------------

## JTR REVISIONS:

### **Par. 1110-C:**

| A. \*\*\*\*

| B. \*\*\*\*

C. AO's Responsibilities. The AO must:

1. Determine the travel purpose (see App H) for notation on the Trip Record.
2. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If standard arrangements made in compliance with travel policies using:
  - a. Gov't negotiated airfares,
  - b. Lodging, and
  - c. Rental car rates

do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy, and contractual obligations. The AO authorizes the cost estimate.

3. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels, or Service headquarters to assist in travel decisions.
4. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA; and refer inquiries about card usage to the local GTCC program coordinator/TO.
5. Adhere to policies and procedures IAW the JTR, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JTR.
6. Review the amounts claimed on the traveler's expense report as soon as possible after receiving it. The AO's signature on the expense report certifies:
  - a. Travel was taken,
  - b. Charges are reasonable,
  - \*c. Phone calls in the Gov't's best interest are not reimbursable as travel (see mission related expense). Phone calls authorized for reimbursement are in the Gov't's best interest, and
  - d. Approval of authorized expenses reimbursement. Expense reports are subject to random selection for examination/audit.

| D. \*\*\*\*

| E. \*\*\*\*

### **Par. 2000 NOTE:**

| **\*NOTE:** While requirements for additional receipts are discouraged; travelers are advised to retain ALL receipts for tax purposes or in the event questions arise about expenses (e.g., transportation, laundry/dry cleaning and taxi

expenses that seem excessive and/or inappropriate to the AO and which the AO, as a certifying officer, can decline based on finance regulations to pay unless convinced of their validity). If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a written statement, acceptable to the AO explaining the circumstances, must be furnished.

**Par. 2805-B:**

A. \*\*\*\*\*

B. Commercial Transportation

1. Commercial transportation expense reimbursement is authorized/approved only if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

2. When reimbursement is authorized/approved, commercial travel reimbursement is authorized for actual and necessary expenses that exceed the ordinary costs incurred, for:

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

\*b. Taxicab fares ~~plus transportation related tips~~; and

c. Hire and operation of a special conveyance including necessary parking fees.

C. \*\*\*\*\*

D. \*\*\*\*\*

E. \*\*\*\*\*

F. \*\*\*\*\*

**Par. 2810-C:**

A. \*\*\*\*\*

B. \*\*\*\*\*

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transit system fares;

\*2. Taxicab fares ~~plus transportation related tips (when to the Gov't's advantage)~~; and

3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (when to the GOV'T's advantage).

D. \*\*\*\*\*

**Par. 2815-A:**

\*A. General. Reimbursement for taxicab fares ~~and transportation related tips~~ between the office/duty site and



*****	*****
-------	-------

**B. Whole Travel Days – CONUS<sup>5</sup>**

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
*****	*****
*****	*****
*****	*****
*****	*****
*****	*****
*****	*****
Is lodged for a whole day(s) at a CONUS TDY locality at which a reduced per diem rate is authorized under par. U4950-A or U4095.	The rate in par. U4950- A or U4095 <sup>2,5,7</sup> .

**C. Whole Travel Days – OCONUS<sup>5</sup>**

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
*****	*****
*****	*****
*****	*****
*****	*****
*****	*****
*****	*****
Is lodged for a whole day(s) at an OCONUS TDY locality at which a reduced per diem rate is authorized under par. U4950-A or U4095.	Per diem at the rate authorized under par. U4950-A or U4095 <sup>4,5,7</sup> .

**D. Day of Return to PDS<sup>5</sup>**

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
*****	*****
*****	*****
Requires overnight lodging at a stopover, en route to the PDS, on the departure day from the TDY location.	The departure day from the TDY location, M&IE, plus lodging <sup>2,4,5</sup> NTE the stopover locality lodging ceiling. For the PDS arrival day, the M&IE rate is 75% of the stopover locality M&IE rate <sup>1</sup> .
*****	*****
*****	*****
*****	*****

**Footnotes**

- 1 \*\*\*\*\*
- 2 \*\*\*\*\*
- 3 \*\*\*\*\*
- 4 \*\*\*\*\*

<sup>5</sup> Personal laundry/dry cleaning and pressing of clothing cost are incidental expenses per APP A.

- 6 \*\*\*\*\*
- 7 \*\*\*\*\*
- 8 \*\*\*\*\*
- 9 \*\*\*\*\*
- 10 \*\*\*\*\*
- 11 \*\*\*\*\*

**Par. 4780:**

A. \*\*\*\*\*

B. \*\*\*\*\*

\*C. Transportation Terminal Parking Fees. Transportation terminal parking fees, while TDY, may be reimbursed NTE the cost of two one way taxicab fares, ~~including allowable tips~~. In extenuating circumstances, the AO may waive this cost limitation (e.g., when a short TDY is unexpectedly extended after departure).

D. \*\*\*\*\*

E. Another Official Traveler Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.

2. Only one TDY traveler (usually the driver) who incurs the expense is paid the TDY mileage for the trip.

\*3. Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one way taxicab fares, ~~including allowable tips~~.

F. \*\*\*\*\*

## APPENDIX A: DEFINITIONS & ACRONYMS (JTR)

### PART 1: DEFINITIONS

As used in JTR, and unless otherwise specifically provided in JTR, the following definitions apply.

#### PER DIEM ALLOWANCE

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (App G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the CONUS and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including Gov't Qtrs), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
  - a. Is not covered in the locality per diem lodging ceiling, but
  - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.

Effective 1 October 2014,

F. Incidental Expenses. Incidental expenses include:

\*1. Hotel employees, fees and tips to porters, baggage carriers, flight attendants involving all official domestic and foreign travel. Civilian employee, see JTR, par. 7815-F4, regarding baggage-handling costs incurred as a direct result of an employee's disability.

~~1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.~~

Formatted: Font: Bold, Italic

a. ~~Uniformed Members Only~~. See App G for reimbursement of fees and tips incurred at transportation terminals.);

b. ~~Civilian Employees Only~~. See JTR, par. 7815 F4, regarding baggage handling costs incurred as a direct result of an employee's disability.;

2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JTR, par. 2810-C.;

\*3. Laundry/dry cleaning, and/or pressing of clothing ~~regardless of location when travel is to an OCONUS location~~;

4. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));

5. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F; and

6. Any other necessary expenses related to lodging that are listed in the room account.

\*7. as Administrative fees for ATM use; and

\*8. Transportation tips for all transportation modes (commercial or courtesy conveyance).

~~NOTE~~: Incidental expenses do not include any mission related purchases, nor any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.

#### G. Laundry

~~1. CONUS Locations~~. The cost of laundry/dry cleaning and/or pressing of clothing (during and not before or after travel) is a reimbursable expense (App G), in addition to per diem/AEA, when travel requires at least:

a. ~~7 consecutive nights for Uniformed Members Only~~, and up to an average of \$2/day; or

b. ~~4 consecutive nights for Civilian Employees Only~~.

~~2. OCONUS Locations~~. The cost incurred during TDY travel for laundry/dry cleaning and/or pressing of clothing is not a reimbursable expense for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

**APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL**

- A. \*\*\*\*
- B. \*\*\*\*
- C. \*\*\*\*
- D. \*\*\*\*

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<b>*ATM Use ( Uniformed Member and Civilian Employee) (Effective 1 October 2014).</b> Administrative fees for ATM use associated with official GOV'T travel are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).				
<b>ATM Use (Civilian Employees Only):</b>  1- Reimbursable. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.  2- Not Reimbursable. Administrative fees for an ATM use of a personal charge card.  3- DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.			X	X
<b>ATM Use (Uniformed Members Only):</b>  1- Reimbursement is authorized for administrative fees for ATM use to obtain money with: a. The GTCC, or b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,  up to the amount authorized/approved by the AO for an ATM travel advance.  2- Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash, check or EFT.  3- DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.	X	X		
<b>Baggage, Excess Accompanied (Transportation Cost).</b> Excess accompanied baggage transportation (App A1 'Baggage' definition) costs may be authorized/approved by the AO (JTR, par. 3105). Excess accompanied baggage applies to any bag accompanying the traveler for which the airline charges a fee.	X	X	X	X
<b>Baggage Expenses.</b> Reimbursement may be authorized/approved for necessary travel and transportation related baggage expenses 'handling' incurred on official business per the AO determination. This includes expenses for accompanied baggage that accompanies a traveler without cost on a transportation ticket such as baggage transfer fee when authorized. Charges relating to bags may be reimbursed as baggage or excess accompanied baggage expenses (App A 'Baggage' definition) when the Service/DoD COMPONENT determines the baggage and related expenses are necessary and in the Gov't's interest. Baggage expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission. Reimbursable expenses include:  1. <b>Baggage Transfer.</b> NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel.  2. Baggage Storage when charges are result of official business (with explanation).  3. Curbside Baggage Check In Fee  a. <b>Uniformed Members Only (Effective 1 October 2014).</b> Reimbursement of a fee charged for the use of optional curbside baggage check in service is not authorized. Curbside baggage check-in fee expenses associated with official GOV'T business	X	X	X	X

Formatted Table

Formatted: Indent: Left: 0.11"

Formatted: Indent: Left: 0.11"

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<p>are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous reimbursable (see APP A definition). A tip, separate from the fee itself, is reimbursable.</p> <p>b. <b>Civilian Employees Only.</b> Reimbursable only when authorized under JTR, par. 7815-F4, for a traveler with a disability/special need.</p>				
<p><b>Baggage Handling Tips.</b> Reimbursement is <u>not</u> authorized/approved for necessary travel and transportation related baggage handling tip expenses incurred on official business per the AO determination. <u>Baggage handling tip expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission.</u></p> <p>1. <b>Uniformed Members Only (Gov't Property).</b></p> <p>a. <b>Transportation Terminal.</b> <u>Reimbursement is authorized for customary tips for handling any Gov't baggage (personal and/or Gov't) at a transportation terminal. Baggage handling tips for personal baggage at transportation terminals or lodging establishments are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous reimbursable (see APP A definition).</u></p> <p>b. <b>Lodging Establishment.</b> <u>Reimbursement is authorized only for transportation-related tips for handling Gov't property at lodging establishments.</u></p> <p>2. <b>Civilian Employees Only.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <u>not</u> items for separate reimbursement <u>except</u> for the following:</p> <p>a. <u>A</u> traveler with a disability/special need (JTR, par. 7815-F4),</p> <p>b. <del>Handling of Gov't property,</del></p> <p>e. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at Gov't expense when unaccompanied by the sponsor, and</p> <p>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent travels with the sponsor.</p>				
<b>Birth Certificate.</b> The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
<b>Carrier Terminal Fees.</b> Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost ( <u>52 Comp. Gen. 73 (1972).</u> )	X	X	X	X
<b>Cell Phone Use.</b> <u>When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</u>		X		X
<b>Communication Services (Effective 1 October 2014).</b> <u>Communication service expenses, including cell phone use, associated with official GOV'T business are considered to be mission-related expenses and are not reimbursable as a separate miscellaneous travel expense (see APP A definition). Gov't owned/leased services should be used for official communications, but when Gov't services are not available commercial communications services may be used. Prepaid communication (i.e., prepaid phone cards, cell phones, subscriber identity module (SIM) cards) or in flight communication services are not reimbursable unless the AO can determine they were used for official business.</u>		X		X
<b>Computer Connections.</b> Connections (e.g., Internet connection) used for computers to perform official Gov't business is reimbursable when authorized/approved by the AO. In flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X
<b>Conveyance Costs.</b> Public or special conveyance costs to and from the transportation terminal. JTR, Chs 3, Part D.	X	X	X	X
<p><b>Currency Conversion Fees</b> 1. <u>Reimbursable</u></p> <p>a. The fee charged ICW currency conversion, including cash conversions.</p> <p>b. The "international transaction fee" for official qualifying transactions charged by:</p> <p>(1) <u>GTCC.</u> This 1% charge is listed as a separate line item on the billing statement.</p> <p>(2) <u>Other than GTCC.</u> When a member (<u>NOT A CIVILIAN EMPLOYEE</u>) is formally exempt from using the GTCC, this</p>	X	X	X	X

Formatted: Indent: Left: 0.29"

Formatted: Highlight

Formatted: Font: Italic

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Indent: Left: 0.11"

Formatted Table

Formatted: Highlight

Formatted: Font: 8 pt, Highlight

Formatted: Font: 8 pt

Formatted: Font: 8 pt, Highlight

Formatted: Highlight

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
charge on a non GTCC billing statement is reimbursable.				
2. <u>Not Reimbursable</u> . Losses resulting from currency conversions ( <a href="#">63 Comp. Gen. 554 (1984)</a> ). <b>NOTE: A traveler is not liable to pay the Gov't for gains resulting from currency conversion.</b>				
3. <u>Exchange Rates</u> . A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.				
4. <u>Supplemental Vouchers</u> . A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.				
<u>Conveyance, Government</u> . <b>When a Gov't conveyance is authorized</b> , reimbursement is authorized for allowable expenses incurred in operating the Gov't conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Gov't supplies or facilities are not available, examples of allowable expenses are:  1. Gasoline and oil; 2. Parking fees; 3. Repairs; 4. Ferry fares; 5. Bridge, road or tunnel tolls; 6. trip insurance for travel in foreign countries (App G, Insurance, Driving Related); 7. Guards; and 8. Storage fees.		X		X
<u>Disease Prevention Measures</u> . Disease Prevention Measures. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
<u>Driver (Vehicle) Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Energy Surcharge Fees</u>	X	X	X	X
<u>Green Card</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>GTCC</b> 1. <u>Late Payment Delinquent Fees</u> . Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. <a href="#">DoDFMR, Volume 9, Ch 3, par. 031306</a> for definition of mission critical personnel and processing requirements. 2. <u>Expedited Delivery</u> . Reimbursable when authorized/approved by the AO. 3. <u>Chip/PIN Card Issue Fee</u> . Reimbursable when authorized/approved by the AO.	X	X	X	X
<u>See Merchant Surcharge</u>				
<u>Guide Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Insurance, Driving Related</u> . Driving related insurance is reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance ( <a href="#">55 Comp. Gen. 1343 (1976)</a> ) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Gov't conveyance, POC, or rental car.		X		X
<u>Interpreter Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>*Laundry/Dry Cleaning Expenses (Uniformed Member and Civilian Employee) (Effective 1 October 2014)</u> . Laundry/Dry Cleaning expenses associated with official GOV'T business are included in the incidental expense of the applicable locality per diem				

Formatted: Font: 8 pt, Highlight

Formatted Table

Formatted: Font: 8 pt, Highlight

Formatted: Font: 8 pt

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<b>rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).</b>				
<b>Laundry/Dry-Cleaning Expenses (Civilian Employees Only)</b>  1. Reimbursable for CONUS Travel. Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY or PCS travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging.  2. Not Reimbursable for OCONUS Travel. Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel. It is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.			X	X
<b>Laundry/Dry-Cleaning Expenses (Uniformed Members Only)</b>  1. Reimbursable for CONUS Travel. Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense up to an average of \$2/TDY night, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16), etc.  <i>NOTE: Laundry/dry cleaning/pressing costs are a reimbursable expense and should only be reimbursed when a cost is incurred. Example: Member is TDY for 18 days (17 nights) - maximum possible reimbursement is \$34. Member incurs \$17 for laundry costs. The amount claimed and reimbursed should be \$17 as it does not exceed the allowable \$34 maximum. The member may not arbitrarily claim or be paid \$34.</i>  2. Not Reimbursable for OCONUS Travel. Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel. It is part of the significantly higher locality IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.		X		
<b>Legal Service Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>License/Permit, International Driver's</b>  1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.  2. The cost of license/permit photos is reimbursable.  3. <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for information on driving abroad.  4. <i>This reimbursement applies only to a member/employee but not dependents.</i>	X	X	X	X
<b>Lodging, Dual.</b> Reimbursable ICW an unexpected event, when approved after the fact (except as provided in par. 4145-B3) by the AO. Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JTR, par. 4145.		X		X
<b>Lodging Fees/Daytime Lodging Charges.</b> Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
<b>Lodging, Mandatory Fees/Charges</b> Separately reimbursable, in addition to room rate, when the expense is:  a. not optional; and  b. approved by the AO.  Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'		X		X
<b>Lodging Reimbursement while on Leave (Uniformed Members Only)</b> Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JTR, par. 7050), or authorized/ordered evacuations (JTR, par. 7055).		X		
<b>Lodging Tax</b> (except when 'MALT Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (App A).  1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on	X	X	X	X

Formatted: Font: 8 pt, Highlight

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
\$60 may be reimbursed, which is the maximum authorized lodging amount.				
<b>2. Not Reimbursable.</b> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i>				
<b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>Merchant Surcharge (Civilian Employees Only)</b>				
1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged to the GTCC.				
2. Reimbursement is not authorized for merchant surcharge for the use of a personal charge card.			X	X
3. See <a href="#">DoDFMR, Volume 9, Ch 3</a> for information on personnel exempt from the requirement to use the GTCC.				
4. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.				
<b>Merchant Surcharge (Uniformed Members Only)</b>				
1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged with:				
a. The GTCC, or				
b. A personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel.	X	X		
2. See <a href="#">DoDFMR, Volume 9, Ch 3</a> for information on personnel exempt from the requirement to use the GTCC.				
3. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.				
<b>Mission Related Expenses.</b> Mission related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic ticket fines, tools, film, paper, books, medical supplies), use of clerical assistance (e.g., typists, data processors, stenographers), technology equipment (e.g., computers, printers, faxing machines, and scanners), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items. See <a href="#">B-166411, 3 September 1975</a> ; <a href="#">B-198823, 10 December 1980</a> ; and <a href="#">B-198824, 23 January 1981</a> . See <a href="#">DoDFMR Volume 10, Ch 11</a> for reimbursement.				
<b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</b>				
1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.		X		X
2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/canceled/interrupted.				
3. <a href="#">59 Comp. Gen. 609 (1980)</a> , <a href="#">59 id. 612 (1980)</a> , <a href="#">60 id. 630 (1981)</a> , and cases cited therein.				
4. The AO should consider if the:				
a. Traveler acted reasonably and prudently in incurring lodging expenses;				
b. Traveler had a reasonable expectation of completing the TDY as authorized;				
c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and				
d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.				
<b>Paper Tickets.</b> Any additional paper ticket cost is reimbursable when authorized/approved by the AO as necessary to meet Gov't requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <b>Paper tickets bought for personal convenience are the traveler's financial responsibility.</b>	X	X	X	X
<b>Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round trip to the terminal are authorized. JTR, par. 4780.		X		X
<b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<p>1. <b>Reimbursement Eligibility</b></p> <p>a. <b>General.</b> Reimbursement is authorized for a:</p> <ul style="list-style-type: none"> <li>(1) Member,</li> <li>(2) Employee, and</li> <li>(3) Dependent (member's and/or employee's),</li> </ul> <p>b. <b>Uniformed Members Only.</b> Reimbursement authority is for a member who is:</p> <ul style="list-style-type: none"> <li>(1) Assigned to a foreign OCONUS area,</li> <li>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or</li> <li>(3) Emergency Technical Support Personnel. See item 5 below.</li> </ul> <p>c. <b>[Redacted]</b> Reimbursement authority is for an employee who is:</p> <ul style="list-style-type: none"> <li>(1) A U.S. citizen (required when serving under a transportation or renewal agreement in a foreign country, but not for TDY or a dependent.)</li> <li>(2) Hired locally or transported to a foreign OCONUS area at Gov't expense,</li> <li>(3) Serving under a service or renewal agreement, and</li> <li>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</li> <li>(5) Emergency Technical Support Personnel. See item 5 below.</li> </ul> <p>d. <b>Dependent</b> (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <ul style="list-style-type: none"> <li>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</li> <li>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.</li> </ul> <p>2. <b>Acquired Dependent (Uniformed Members Only).</b> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JTR, par. 9000-A2 or 9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JTR, par. 5124.</p> <p>3. <b>Biometric Fees.</b> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <b>Dependent Fee.</b> Dependent fee is reimbursable except ICW personal travel. <b>Example:</b> The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <b>Emergency Technical Support Personnel.</b> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan).</p> <p>6. <b>Visa, Green card, and Photograph Fee for OCONUS Travel.</b> These fees are reimbursable ICW official travel. A 'Green Card' is officially known as a U.S. Permanent Resident Card (<a href="#">USCIS Form I-551</a>). A visa (nonimmigrant or immigrant) is a stamp or impression placed on a page of a valid passport by a foreign consulate/embassy or U.S. Gov't empowered to grant permission for the applicant to enter and remain in that country for a specific period of time.</p> <p>7. <b>Legal Service Fees.</b> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<p>processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. Reimbursement of legal service fees for acquired dependent(s), adoption, DHS/INS document processing fees, server fees, dependent custodial matters or fees for similar related circumstances are personal expenses to the individual which are not authorized.</p> <p>8. <b>Medical Expenses.</b> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are <b>not</b> reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this App.</p> <p>9. <b>Passport Fees.</b> An official traveler ordinarily travels on a no fee passport. The three types of <u>U.S. passports</u> are: book, card, and e-passport. A passport book is a regular passport; an e passport is a regular passport book with electronic biometric data; both passports can be used for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a <u>regular fee passport</u>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Gov't transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city pair reservations).</p> <p>10. <b>Physical Examination Fees.</b> These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (<u>GSBCA 15435-RELO, 9 April 2001</u>). A dependent's fee is reimbursable except ICW personal travel. <b>Example:</b> The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <b>Order for Visas and Physical Examinations.</b> An order should be issued to authorize/approve (JTR, par. 2210 and App I2)) travel and transportation at Gov't expense to:</p> <p>a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <b>Travel Not Required.</b> Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<b>Personal Expenses.</b> These include batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic violation ticket fines, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. See <u>B-166411, 3 September 1975</u> ; <u>B-198823, 10 December 1980</u> ; and <u>B-198824, 23 January 1981</u> .				
<b>Pet Quarantine.</b> JTR, Ch 5, Parts A8 and B8 for rules regarding pet quarantine ICW PDT.	X		X	
<b>Phone Calls (Official)</b> ( <u>Effective 1 October 2014</u> ) <u>Official phone calls associated with GOV'T business are considered to be mission-related expenses, and are not reimbursable as a separate miscellaneous travel expense (see APP A definition).</u>		X		X
<p>1- The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official and are reimbursable (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary) and should limit these communications to a dollar amount in advance of TDY;</p> <p>b. May determine certain communications to reserve lodgings are official and are reimbursable, and</p> <p>e. May approve charges after TDY completion, when appropriate (adopted from <u>GSBCA 14554-TRAV, 18 August 1998</u>);</p> <p>2- Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>				
<b>Physical Examination Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>Prepaid Phone Cards/Cell Phones.</b> See Communication Services.				
<b>Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked.</b> Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the Gov't's interest, and a refund is unobtainable.	X	X	X	X

- Formatted: Font: 8 pt, Highlight
- Formatted Table
- Formatted: Font: 8 pt
- Formatted: Font: 8 pt, Highlight
- Formatted: Indent: Left: 0"
- Formatted: Level 2, Widow/Orphan control
- Formatted: Level 2, Indent: Left: 0", Widow/Orphan control, Tab stops: Not at -0.34"
- Formatted: Level 2, Widow/Orphan control, Tab stops: Not at -0.34"
- Formatted: Level 2, Indent: Left: 0", Widow/Orphan control, Tab stops: Not at -0.34"
- Formatted: Level 2, Widow/Orphan control, Tab stops: Not at -0.34"
- Formatted: Level 2, Indent: Left: 0", Widow/Orphan control, Tab stops: Not at -0.34"
- Formatted: Level 2
- Formatted: Level 2, Indent: Left: 0", Widow/Orphan control
- Formatted: Level 2, Widow/Orphan control

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<b>Privately Owned Conveyance Tax and License Fee</b> ( <a href="#">B-214930, 1 October 1984</a> ).				X
<b>Civilian Employees Only:</b>				
A. <b>General.</b> Some states:				
1. Require an ownership tax and license fee for a POC used in the state for over 30 days; and				
2. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state.				
B. <b>Traveler Paid Charges.</b> If a TDY traveler has applied for and been denied an exemption certificate for ownership tax and licensing fee by the TDY state the traveler is reimbursed for such fees if all of the following conditions are met:				
1. POC use is authorized as being to the Gov't's advantage ICW a TDY assignment (see par. 4775).				
2. The traveler's PDS is not the state in which the TDY assignment is performed.				
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fee on a POC.				
C. <b>Documentation.</b> Payment documentation of the state imposed charges in the state in which the TDY was performed may be required.				
<b>Privately Owned Conveyance (POC) Use is Advantageous on TDY.</b> In addition to a TDY mileage allowance, the following official business costs are allowable only if POC use is to the Gov't's advantage:				
1. Ferry fares, bridge, road and tunnel tolls;		X		X
2. Automobile parking fees; (related to official business only (except those incident to PDT)); and				
3. Aircraft landing, parking, and tie down fees.				
<b>Registered Traveler Membership Fee.</b> Individual traveler membership in a registered and/or trusted traveler program is <b>NOT</b> a reimbursable expense per JTR, par. 1215. Use of Gov't funds to obtain membership in such a program is <i>statutorily prohibited</i> by <a href="#">5 USC §5946</a> per <a href="#">GSA Bulletin FTR 08-05 of 25 June 2008</a> .				
<b>Registration Fee.</b> Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JTR, par. 4205.		X		X
<b>Rental Vehicle Reimbursable Expenses.</b> . See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses				
<i><b>NOTE:</b> Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. App G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.</i>		X		X
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business.		X		X
<b>Service and Processing Fees.</b>				
1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:				
a. Through a CTO/TMC, and	X	X	X	X
b. When a CTO/TMC is not available.				
2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<b>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</b>		X		X
<p><b>NOTE:</b> Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. App G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. When a special conveyance (particularly a rental vehicle or a "taxi") must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.</p> <p>1. <b>CTO Use.</b> 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. <b>Reimbursable Expenses.</b> When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</p> <p>a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.</p> <p>b. Rental cost, tax and local assessments on rental vehicle users.</p> <p>c. Necessary gas and oil.</p> <p>d. Aircraft landing and tie down fees.</p> <p>e. Transportation to and from the rental facility, public transit systems, and taxi fares.</p> <p>f. Parking; ferry fares; bridge, road and tunnel tolls.</p> <p>g. Traveler access fee (when charged).</p> <p>h. Garage, hangar, or boathouse rental.</p> <p>i. Operator's subsistence.</p> <p>j. Optional extra collision hull insurance for rental aircraft.</p> <p>k. Mandatory rental car insurance coverage required in foreign countries.</p> <p>l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.</p> <p>m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use.</p> <p>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.</p> <p>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, is authorized in a foreign country IAW Insurance, Driving Related, above, or the insurance is necessary for certain classified special operations. See <a href="#">B-204486, 19 January 1982</a>.</p> <p>p. Breathalyzer installed in rental car when required in foreign country. See item 3e below.</p> <p>q. <b>Rented Motor Vehicle Damage</b></p> <p>(1) <b>DoD Travelers.</b> 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 <a href="#">DoDFMR, Volume 9, Ch 4</a>. Statements, itemized bills, and an accident report are typical requirements (<a href="#">47 Comp. Gen. 145 (1967)</a>). 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 <a href="http://www.defensetravel.dod.mil/Rental/">http://www.defensetravel.dod.mil/Rental/</a>.</p> <p>(2) <b>Uniformed Non DoD Service Member:</b> A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.</p> <p>r. Necessary nonstandard equipment and any additional charges when authorized in the order. Reimbursement is limited to the</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
rental conveyance upgrade costs necessary for the required nonstandard equipment.				
3. <u>Expenses that Are Not Reimbursable.</u> The following expenses are <i>not</i> reimbursable:				
a. <u>Personal Accident Insurance.</u> Personal accident insurance is a personal expense and is not reimbursable.				
b. <u>Rental Car Insurance in the U.S./Non-Foreign OCONUS Location.</u> 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. <i>See 2o above for classified operations.</i>				
c. <u>Damage to Rental Car when Being Used on Other than Official Business.</u> Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. <b>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).</b>				
d. <u>Purchase of Equipment.</u> The cost of purchased (as opposed to rented) equipment (e.g., snow tires, GPS, toll transponder), is not reimbursable.				
e. <u>Breathalyzer Replacement Fee.</u> Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official business, for personal convenience, or if negligence is found by the appropriate authorities				
<u>Storage of Property Used on Official Business.</u> Reimbursable when authorized/approved by the AO.		X		X
<u>Tips Aboard Commercial Ships (Uniformed Members Only) (Effective 1 October 2014).</u> <u>Tips aboard commercial ships associated with official GOV'T business are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).</u> <u>Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.</u> <u>Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.</u>	X			
<u>Tips for Handling Gov't Property (Effective 1 October 2014).</u> <u>Tips for handling GOV'T property expenses are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).</u> <u>Transportation related tips for handling Gov't property at terminals and lodgings are authorized.</u> <u>Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.</u>			X	X
<u>Tips, Transportation Related (Effective 1 October 2014).</u> <u>Transportation related tip expenses for all transportation modes associated with official GOV'T business are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).</u> <u>Transportation related tips for taxis, limousines, and courtesy transportation are authorized.</u> <u>Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.</u>	X	X	X	X
<u>Transportation to/from Terminal.</u> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JTR, par. 4780.		X		X
<u>Travel and Transportation Related Expenses.</u>	X	X	X	X
<u>Value Added Tax (VAT) Certificate.</u> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
<u>Visa and Photograph Fees for OCONUS Travel.</u> . . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

- Formatted: Font: 8 pt
- Formatted Table
- Formatted: Font: 8 pt, Highlight
- Formatted: Font: 8 pt
- Formatted: Font: 8 pt, Highlight
- Formatted: Font: 8 pt
- Formatted: Font: 8 pt
- Formatted: Font: 8 pt, Highlight
- Formatted: Font: 8 pt
- Formatted: Tab stops: Not at 0"