



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/vap

29 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 93-12(E)/CAP 81-12(E) -- Dual Lodging from 14 to 7 Days

1. **SYNOPSIS:** Reduce the number of days the AO may authorize/approve dual lodging from 14 to 7 days and require dual lodging over 7 days be authorized/approved by the Secretarial Process.
2. These changes are scheduled to appear in JFTR change 310, and JTR change 564, dated 1 October 2012.
3. This determination is effective when printed in the JFTR/JTR on 1 October 2012.

//approved//

PHILIP G. BENJAMIN

Chief, Strategic Planning and Policy Division

Attachment:
Rev 3

Uniformed E-Mail Distribution:

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JFTR REVISIONS:

Chapter 4, TOC:

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

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- B. AO Considerations
- C. Lodging Cost
- D. Maximum Reimbursement

- E. Long-term Dual Lodging Occupancy
- F. Example

U4135:

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

*A. General. Dual lodging may only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day. ***Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel. Except as provided in par. U4135-B2, dual lodging must be approved after the fact by an amended order or by the AO on the travel voucher.*** Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved (after travel) by the Secretarial Process.

*B. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Dual lodging may only be authorized/approved when:

NOTE: Dual lodging must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional costs or the traveler does not check to see if the GOV'T QTRS would be available upon return).

1. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#)) (e.g., traveler TDY to another location intending to return that night, but was forced to remain overnight due to mechanical problems);
2. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) ([GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#)) (e.g., traveler told if she checked out of GOV'T QTRS for 2 nights, no room would be available upon return); or
3. Practicality of checking out ([B-257670, 10 January 1995](#)) (e.g., traveler staying in recreational vehicle (RV) forced to move to motel due to extreme weather).

*C. Lodging Cost

1. Per Diem. The lodging cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the member's per diem for TDY at that location (Location B) for that day.
2. Reimbursable Expense. The lodging cost incurred at the first location (Location A) is reimbursable as a reimbursable expense (APP G) if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).

D. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the amount of per diem or AEA plus lodging tax that would have been paid had the traveler remained at Location A overnight. *Lodging receipts are required for dual lodging claims.*

*E. Long-term Dual Lodging Occupancy. *Long-term reimbursement for dual lodging is not permitted and an order may not authorize long-term dual lodging.*

*F. Example. An order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. U4135 to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized. The known TDY locations must be named in the order.*

Example 1

NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.

A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the Location A apartment while TDY in Location B and authorized/approved the \$45/day Location A apartment cost as a reimbursable expense (APP G). The Location B lodging cost (\$95/day) was used for computing the traveler's per diem while TDY in that location.

Per Diem Rates

<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>A</u>	<u>\$130</u>	<u>\$46</u>	<u>\$176</u>
<u>B</u>	<u>\$119</u>	<u>\$46</u>	<u>\$165</u>

Reimbursement for the Location A Apartment for 5 days

<u>Lodging Cost</u>	<u>Number of Days</u>	<u>Total</u>
<u>\$45</u>	<u>5</u>	<u>\$225</u>

Per Diem for the TDY Assignment in Location B

First Day

(Departure day from Location A and arrival day in Location B):

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>\$95</u>	<u>\$46</u>	<u>\$141 plus lodging tax (NOTE)</u>

Second thru Fifth Day

(Lodging cost + M&IE)/day x 4 days

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>\$95</u>	<u>\$46</u>	<u>\$141/day x 4 days = \$564 plus lodging tax (NOTE)</u>

Return day to Location A

(Lodging cost + M&IE)

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>\$45</u>	<u>\$46</u>	<u>\$91</u>

Example 2

NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.

A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a reimbursable expense (APP G). The Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.

Per Diem Rates

<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>C</u>	<u>\$109</u>	<u>\$38</u>	<u>\$147</u>
<u>D</u>	<u>\$130</u>	<u>\$46</u>	<u>\$176</u>

Reimbursement for GOV'T QTRS for 3 Days

<u>Lodging</u>	<u>Number of Days</u>	<u>Total</u>
<u>\$25</u>	<u>3</u>	<u>\$75</u>

Per Diem for the TDY Assignment in Location D

First Day

(Departure day from Location C and arrival day in Location D):

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>\$110</u>	<u>\$46</u>	<u>\$156 plus lodging tax (NOTE)</u>

Second and Third Day

(Lodging Cost + M&IE)/day x 4 days

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>\$110</u>	<u>\$46</u>	<u>\$156/day x 2 days = \$312 plus lodging tax (NOTE)</u>

Day of Return to Location C

(Lodging Cost + M&IE)

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>\$25</u>	<u>\$38</u>	<u>\$63</u>

JTR REVISIONS:

C4555-F:

F. Dual Lodging Reimbursement on a Single Day

*1. General. Dual lodging may only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day. ***Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel. Except as provided in par. C4555-F2b, dual lodging must be approved after the fact by an amended order or by the AO on the travel voucher.*** Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved (after travel) by the Secretarial Process. No blanket authorizations may be given at the beginning of the TDY.

*2. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Dual lodging may only be authorized/approved when:

NOTE: Dual lodging must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional costs or the traveler does not check to see if the GOV'T QTRS would be available upon return).

a. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#)) (e.g., traveler TDY to another location intending to return that night, but was forced to remain overnight due to mechanical problems);

b. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) ([GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#)) (e.g., traveler told if she checked out of GOV'T QTRS for 2 nights, no room would be available upon return); or

c. Practicality of checking out ([B-257670, 10 January 1995](#)) (e.g., traveler staying in recreational vehicle (RV) forced to move to motel due to extreme weather).

*3. Lodging Cost

a. Per Diem. The lodging cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the member's per diem for TDY at that location (Location B) for that day.

b. Reimbursable Expense. The lodging cost incurred at the first location (Location A) is reimbursable as a reimbursable expense (APP G), if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).

4. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the amount of per diem or AEA plus lodging tax that would have been paid had the traveler remained at Location A overnight. Receipts are required for dual lodging claims.

*5. Long-term Dual Lodging Occupancy. ***Long-term reimbursement for dual lodging is not permitted and an order may authorize long-term dual lodging.***

*6. Example. An order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. ***Using par. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized. The known TDY locations must be named in the order.***

***Example 1**

NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.

A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved the \$45 daily apartment cost as a reimbursable expense (APP G). The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.

Per Diem Rates

<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>A</u>	<u>\$130</u>	<u>\$46</u>	<u>\$176</u>
<u>B</u>	<u>\$119</u>	<u>\$46</u>	<u>\$165</u>

Reimbursement for the Location A Apartment for 5 days

<u>Lodging Cost</u>	<u>Number of Days</u>	<u>Total</u>
<u>\$45</u>	<u>5</u>	<u>\$225</u>

Per Diem for the TDY Assignment in Location B

First Day

(Departure day from Location A and arrival day in Location B):

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>\$95</u>	<u>\$46</u>	<u>\$141 plus lodging tax (NOTE)</u>

Second thru Fifth Day

(Lodging cost + M&IE)/day x 4 days

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>\$95</u>	<u>\$46</u>	<u>\$141/day x 4 days = \$564 plus lodging tax (NOTE)</u>

Return day to Location A

(Lodging cost + M&IE)

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>\$45</u>	<u>\$46</u>	<u>\$91</u>

***Example 2**

NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.

A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a

reimbursable expense (APP G). The lodging costs (\$110/day) incurred in Location D was used to determine the traveler's per diem while on TDY in that city.

Per Diem Rates

<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
<u>C</u>	<u>\$109</u>	<u>\$38</u>	<u>\$147</u>
<u>D</u>	<u>\$130</u>	<u>\$46</u>	<u>\$176</u>
<u>Reimbursement for GOV'T QTRS for 3 Days</u>			
<u>Lodging</u>	<u>Number of Days</u>	<u>Total</u>	
<u>\$25</u>	<u>3</u>	<u>\$75</u>	
Per Diem for the TDY Assignment in Location D			
<u>First Day</u> (Departure day from Location C and arrival day in Location D):			
<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>	
<u>\$110</u>	<u>\$46</u>	<u>\$156 plus lodging tax (NOTE)</u>	
<u>Second and Third Day</u> (Lodging Cost + M&IE)/day x 4 days			
<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>	
<u>\$110</u>	<u>\$46</u>	<u>\$156/day x 2 days = \$312</u> plus lodging tax (<u>NOTE</u>)	
<u>Day of Return to Location C</u> (Lodging Cost + M&IE)			
<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>	
<u>\$25</u>	<u>\$38</u>	<u>\$63</u>	