



Defense Travel Management Office



Travel Policies

DTA JumpStart @ Connect 2011 Seminar
April 2011

For Official Use Only



Agenda

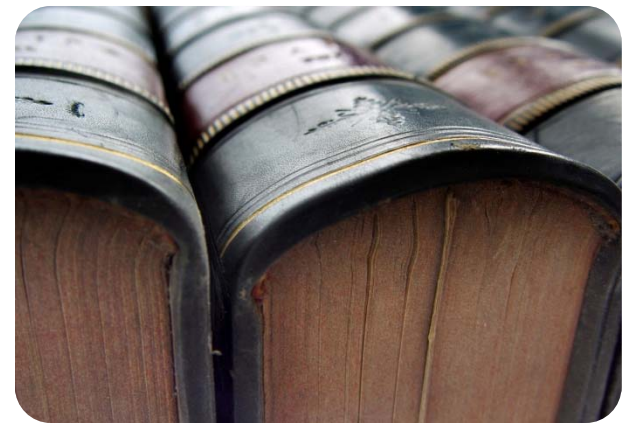
- Sources of DoD TDY Travel Policy
- Government Travel Charge Card (GTCC)
- Transportation
- Per Diem – Lodging, Meals, Incidental Expenses
- Reimbursable Expenses
- Special Situations
- Filing Vouchers





Resources

- Joint Federal Travel Regulations, Volume 1 (JFTR)
 - For uniformed members
- Joint Travel Regulations, Volume 2 (JTR)
 - For DoD civilians
- JFTR/JTR – Appendices
 - G = Reimbursable expenses while TDY
 - O = TDY travel (going away)
 - P = City pair program





The Most Important Regulation of All

ANY GUESSES?

- ***Absence of prohibition does not imply permission***
 - Paraphrased from JFTR, par. U1000-C and JTR, par. C1050-A

WHAT DOES THAT MEAN?

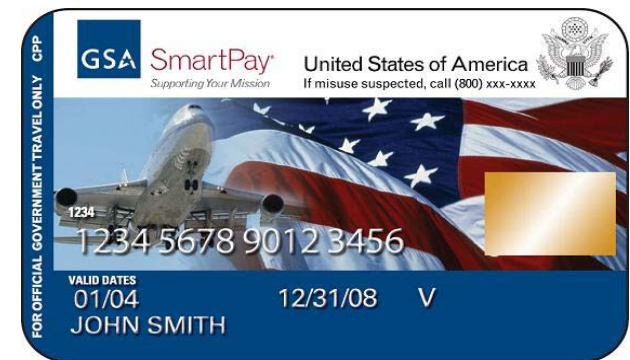
- When deciding whether to approve reimbursement for a particular expense
 - Must prove the regulations allow it
 - Never need to prove they don't allow it





Government Travel Charge Card

- Mandatory for all, but exceptions exist
 - Most common = infrequent traveler (up to 2x per year)
- Use
 - Must use for official travel expenses when possible
 - May withdraw cash at ATM





Key Points – Government Travel Charge Card

- Only claim for reimbursable, travel-related expenses
 - Some travel-related expenses are not reimbursable
 - Some require pre-travel authorization
- ATM advances
 - Claim for fees charged
 - Don't claim for amount of advances received





Transportation – Commercial Air Basics

- Default transportation mode for official travel
- Must be arranged by Commercial Travel Office (CTO) (if available)
- DoD standard is for traveler to use:
 - American flag carrier (Fly America Act)
 - Government contracted air fare (City Pairs)
 - Economy/Coach class seat





Transportation – Commercial Air Approval

- AO can authorize some non-standard requests
 - Non-government air fare
 - Foreign flag carrier (if specific criteria are met)
- However, for “other than economy/coach class” travel
 - Regulations very complex
 - Specifics available in JFTR/JTR
 - Authorization level varies per chain of command
 - First class = Min. 3-star or civilian equivalent
 - Business class = Min. 2-star or civilian equivalent





Key Points – Commercial Air

- Claim correct amount
 - DTS quote on authorization is estimate
 - Actual expense required
- Provide receipt if claiming \$75 or more
 - Even if booked in DTS
- Don't claim reimbursement if paid via CBA





Transportation – Rental Car Basics

- Most important rules:
 - Encourage using a company that participates in U.S. Government Rental Car Agreement
 - Must use a CTO to obtain vehicle
 - Compact is default size
 - First choice is lowest cost that meets mission needs
- Justification required for any variance





Transportation – Rental Car Costs

- Standard reimbursable items
 - Rental price + tax
 - Local assessments
 - Gasoline and oil
 - Transportation to and from the rental facility

- Standard reimbursable items (if mission-essential)
 - GPS
 - Snow tires
 - Toll-collection transponders





Transportation – US Government RCA

- Participating companies generally available at CONUS and OCONUS locations
- Covers
 - Unlimited mileage
 - All necessary insurance CONUS
 - Extra insurance MAY be required OCONUS
 - Underage driver fee
 - Additional driver fee





Transportation – Rental Car Use

- Official business only
 - Duty sites
 - Lodging
 - Dining facilities
 - Drugstores
 - Barber shops
 - Places of worship
 - Cleaning establishments
 - For traveler's subsistence, health, comfort





Transportation – POC Use

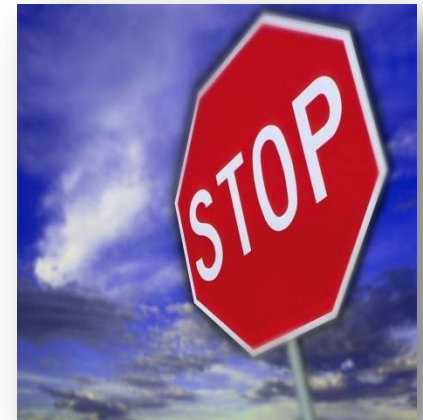
- Privately-owned conveyance (POC)
 - If advantageous to Government: full reimbursement
 - Otherwise: limited reimbursement
- Mileage
 - Drive to / from TDY location (aka, en route)
 - Use Defense Table of Official Distances (DTOD)
 - ZIP to ZIP in CONUS & non-foreign OCONUS
 - City to city in foreign OCONUS
 - Drive at TDY location (aka, in-and-around)
 - Use odometer





Key Points – POCs and Rental Cars

- No mileage reimbursement for rental cars
- No gas/oil reimbursement for POC (usually)
- No mileage allowance for passengers
- Claim en route and in-and-around mileage separately
 - Avoid appearance of too much en route mileage





Transportation – Allowable Travel Days

- Commercial air
 - In CONUS or one OCONUS area = 1 day
 - Between CONUS and OCONUS = Ticketed times
 - Between OCONUS areas = Ticketed times
- Ticketed ground transportation (bus, train)
 - Ticketed times
- POC, Government vehicle, rental vehicle
 - 400 miles (or part thereof) per day





Per Diem – Government Lodging

- AO may direct Government quarters only if:
 - Traveler is a uniformed member,
 - Traveler is TDY to installation, AND
 - Quarters exist on that installation
- Traveler must include non-availability number if directed Government lodging is not available





Per Diem – Commercial Lodging

- Maximum daily reimbursement limited by locality
 - Taxes do not count against CONUS lodging limit
 - Also applies to non foreign-OCONUS
 - Claim as a reimbursable expense
- If CTO cannot find lodging under per diem, AO can authorize higher rate
 - 300% rule
 - DTS calculates for you





Per Diem – Other Lodging

- Civilians can be reimbursed if staying with relative or friend
 - Actual documented additional expense
 - Not a fixed rate
 - Estimated costs are not acceptable





Key Points – Lodging

- Hotel bill
 - Only claim actual (not default or estimated) cost
 - Only claim reimbursable costs
 - OK: Parking, official phone calls, etc. (if authorized)
 - NO: Restaurant charges, bar tabs, movies, etc.
 - Receipt required for ANY lodging expense
- Tax
 - If foreign OCONUS, include with lodging cost
 - Otherwise, claim tax separately
 - Don't claim full tax if voluntarily paying over per diem
- Attach non-availability statement if applicable





Per Diem – Meals

- First /last day = 75% of TDY rate
- Other days
 - Full (locality) meal rate unless meals are:
 - Available (in Government facility)
 - Provided (purchased by Government)
 - Does not apply to complementary meals





Per Diem – Alternate Meal Rates

- Proportional Meal Rate (PMR)
 - 1 or 2 meals **available** or **provided**
 - Average of locality rate and **GMR**
- Government Meal Rate (GMR)
 - 3 meals **available**
 - TDY to installation
 - Staying in Government quarters
 - Government mess on same installation
- No meal rate
 - 3 meals **provided**





Per Diem – Alternate Meal Rates (continued)

- Authorized before TDY commences
 - May be increased for “missed meals”
 - May be reduced if meal **provided**
- Typically authorized by AO
 - Training facility commander can also authorize PMR





Per Diem – Incidental Expenses

- How much?
 - CONUS = \$5.00 / day
 - OCONUS = Locality rate or \$3.50/ day
- Covers small, ad hoc expenses
- Received with authorized meal rate
 - Can receive without meal rate if Essential Unit Messing (EUM) authorized





Key Points – M&IE

- DTS applies per diem rates for TDY location
- Identify correct TDY location
 - If exact location is unavailable
 1. Use default county rate
 2. Use standard CONUS rate





Reimbursable Expenses

- Travelers reimbursed for necessary, reasonable travel-related expenses
 - ATM fees
 - Passport + associated fees
 - **CTO fees**
 - Energy surcharge/resort fees
 - Lodging taxes (except foreign OCONUS)
 - Cost of traveler's checks, money orders
 - **Currency conversion fees**/government check cashing
 - Nothing for gains/loses on back and forth
 - Use of computers/printers/fax machines, etc.
 - Use of in-flight communications/computer connections





Reimbursable Expenses (continued)

- More reimbursable expenses:
 - Costs of transportation to / from terminal
 - Driving fees (parking, tolls, ferry)
 - Transportation **tips**
 - Baggage **tips** (ex. civilians for personal property)
 - Parking fees at terminal (up to cost of taxi)
 - Transportation costs at TDY location
 - **Laundry / dry-cleaning:**
 - CONUS only, during TDY
 - Military – after 7 nights TDY, max \$2/day
 - Civilians – after 4 nights TDY, no published limit





Reimbursable Expenses (continued)

- More reimbursable expenses:
 - **Official calls home**
 - Typing services/clerical assistance
 - Service fees for interpreters/guides/drivers
 - Storage of property used for official business
 - Room rental used for official business
 - Excess baggage
 - Registration fees
 - **Dual lodging costs**
 - Lodging late checkout fees

- See JFTR/JTR, Appendix G for details





Key Points – Reimbursable Expenses

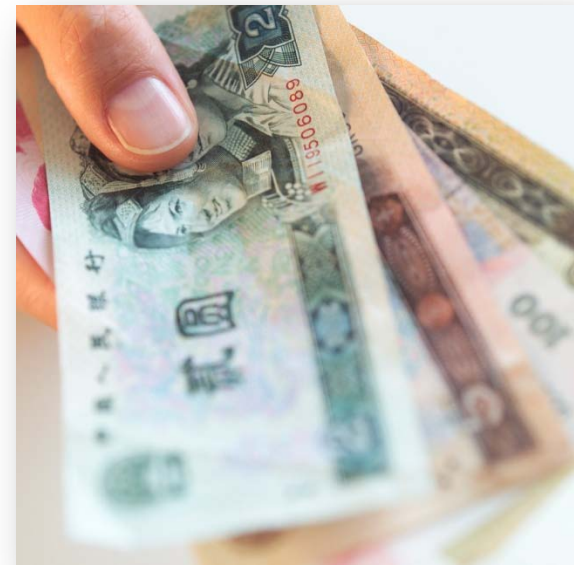
- Only claim an expense once
 - Change estimate vs. add new expense
 - Don't add reservations again
 - Know your CTO fare rules
- Claim for actual amount, not estimate
- Civilians can't claim for personal baggage tips
- Taxis are not rental cars!





More Key Points – Reimbursable Expenses

- Currency exchange
 - Claim correct currency (\$30 vs. €30 or ¥30)
 - Provide and claim currency conversion rate
- Don't claim non-reimbursable expenses
 - Curbside baggage check-in fees
 - Hotel concierge or housekeeping
 - Workout /gym fees
 - Batteries, tools, or film
 - Gifts for child or pet care givers





Special Situations – No Lodging TDY

- TDY outside limits of PDS
 - Transportation can be reimbursed
 - Reservations should be made through CTO
 - TDY over 12 hours
 - Receive 75% of locality M&IE for each day
 - Highest rate if more than one TDY location
 - TDY 12 hours or less
 - Usually no M&IE approved
 - Uniformed members may receive actual meal expense, up to PMR





Special Situations – No Lodging Local

- Within limits of PDS (local travel)
 - Transportation can be reimbursed
 - Special rule for POC use
 - Use odometer for miles driven
 - Reimbursement = rate x miles less:
 - Normal commute cost OR
 - Normal commute distance
 - Per diem not authorized
 - Exceptions
 - Threat to life or Government equipment
 - Arms control inspector escorts





Special Situations – Field Duty and Vessels

- Field Duty
 - No per diem
 - Lodging, meals normally provided
 - Civilians may be reimbursed for food costs

- TDY aboard vessels
 - No per diem
 - Lodging, meals normally provided
 - Civilians may be reimbursed for food costs





Filing Vouchers

- Submit voucher within 5 business days
 - Per DoDFMR
- Provide receipts for:
 - Lodging (regardless of cost)
 - Single expenditures of \$75 or more
- Comply with local policies and procedures





Key Points – Filing Vouchers

- #1 Issue: RECEIPTS
 - Not attached to voucher
 - Not legible
 - Don't match claims
- Itinerary/traveler
 - Incorrect itinerary dates or locations
 - Incorrect trip length indicator (1-day travel)
 - Incorrect form (voucher / local voucher)





Summary

- Sources of DoD TDY travel policy
 - JFTR, JTR (incl. App. G, O, P)
- GTCC
- Transportation
 - Comm. Air, Rental Car, POC
- Per diem
 - Lodging, meals, incidental expenses
- Reimbursable expenses
- Special situations
 - No lodging, field duty, vessels
- Filing vouchers (DoDFMR)