


# Defense Travel Management Office



## OCONUS Travel

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Department of Defense Office of the Under Secretary of Defense (Personnel and Readiness)

Our discussion during the next approximately one and one-half hours is on OCONUS Travel ***Next slide***



## Agenda

- OCONUS TDY Defined
- DTS Reservation Module Challenges
  - CTO Coordination
  - Air
  - Rental Car
  - Lodging
- Per Diem Entitlement Challenges
  - Government Lodging Rules
  - Meal Rates
  - OCONUS Incidental Expense (IE)
- Tips for Training OCONUS TDYs

Although our time is limited, as you can see there is much to talk about. Each subject has several items within it. Please refrain from asking questions until we reach that particular subject. (state each subject shown) **Next slide**



## OCONUS TDY Defined

- Outside the Continental United States
  - Includes TDYs to Non-Foreign OCONUS locations (Alaska, Hawaii, Puerto Rico, Northern Marina Islands, Guam, U.S. territories and possessions)
- Travel to Foreign Countries may require special (Conditional) routing
- DTS places an Advisory notice “FOREIGN TRAVEL” in Pre-Audit



OCONUS TDY is defined as TDY where the location is outside the continental United States. Non-Foreign OCONUS is defined in the JFTR/JTR Appendix A, Part 1 ‘Definitions’ as “the states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.”

Important to note is that both OCONUS and Non-Foreign OCONUS locations have the same TDY rules with the exception that Lodging Tax is a reimbursable expense for both CONUS and non-foreign OCONUS locations. This means that Hawaii, Alaska, and the other locations mentioned previously offer an OCONUS Incidental Rate and allow Hotel Tax as a reimbursable expense.

As for travel documents:

- Some MAJCOMs require Conditional Routing to their finance office when an OCONUS location is selected. This is to ensure any entitlements other than travel such as Hazardous Duty, Enlisted BAS, Family Separation Allowance, passport, country clearance, security briefings, shot records, and other items are completed prior to the TDY. Local business rules apply. Contact your MAJCOM DTAs for guidance/requirements.

- DTS will place an Advisory notice in the Pre-Audit section to remind the user to accomplish any local requirements that exist. This reminds the traveler to accomplish the items mentioned earlier prior to starting the TDY to an OCONUS or Non-Foreign OCONUS location. **Next slide**



## DTS Reservation Module Challenges

- Commercial Travel Office (CTO) coordination rules
  - DOD mandatory policy for traveler to use an available CTO
    - CTO provides e-Ticket receipt immediately upon ticketing approved travel orders
    - e-Ticket receipt provides local CTO as well as 24/7 emergency assistance phone numbers
  - References:
    - CTO Mandated – JFTR/JTR: App O, par. T4020-B, Traveler Rights and Responsibilities; par. T4025-A.1 “Mandatory Policy”; App P, Part 2, *Note 3 to paragraph (c)*
    - JFTR/JTR App O, par. T4005 “Appropriate Action for Failure to follow JFTR/JTR Regulations”



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As you can see DoD requires the traveler to contact their CTO for all travel. The CTO provides the phone numbers to the traveler on the e-Ticket receipt emailed to the traveler.

What this means to us is that even if the traveler is at the airport and needs to make changes they must contact the CTO. If they make changes to their reservations from the airline their CTO no longer has responsibility and cannot see the changes made by the airline. **Next slide**

**For reference only**, below are the regulation references copied from the current JFTR/JTR:

JFTR/JTR App O, par. T4020, TDY Travel Policy, B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in the JFTR/JTR, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO or in-house travel

arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a “should-cost” estimate) forming the reimbursement basis.

4. It is **mandatory** that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used.

JFTR/JTR App O, par. T4025, Arranging Official Travel:

A. CTO Use

1. Mandatory Policy

*\*a. It is DoD mandatory policy that each traveler uses an available CTO to arrange official travel, including transportation and rental cars.*

JFTR/JTR App P City-Pair Program, Part 2, **NOTE 3 to paragraph (c):**  
***Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/command must ensure that uses of restricted airfares are to the GOV'T's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by GOV'T authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.***

JFTR/JTR App O, par. T4005 “Appropriate Action for Failure to follow JFTR/JTR Regulations”:

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations contained in the JFTR/JTR. Disciplinary action should be for **willful violations and may be in the** form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is not allowed).



## DTS Reservation Module Challenges

- TDYs from CONUS to Asia may have a next day arrival due to IDL
  - Must ensure 'Arrival' date is correct when creating itinerary air reservations are fine, however Lodging 'Check-In' and Rental Car pick Up dates must be changed
- TDYs from Europe to CONUS locations require you to ensure air 'Departure', lodging 'Check-Out' and/or rental car 'Drop-Off' dates are correct for reservations returning to PDS
  - DTS puts itinerary's 'Overall Ending Date' as 'Departure', lodging 'Check-Out' and/or rental car 'Drop-Off' date
- Corrections to these issues are shown on following slides



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Probably the most difficult issue for OCONUS TDYs in DTS is using the DTS Reservation Module. When creating your travel authorization/order you have the option to either let DTS provide the available flights, hotel and rental car, or utilize the Request CTO Assistance feature.

However, the main issues I've seen are on this slide and are due to time changes. When traveling from CONUS to Asia, depending on your departure time you may have a next day arrival date. We will discuss the Per Diem entitlements for TDYs affected by the IDL later. **Next slide**

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## DTS Reservation Module Challenges – Air CONUS to Asia

System  
ent Travel

Itinerary   Travel   Expenses   Accounting   Additional Options   Review/Sign

Trip Overview   Per Diem Locations

Defense Travel System requires that you first  
your s  
your s  
lookin  
eps a

**Due to crossing the IDL the  
'Arrive' date must be one day  
AFTER the 'Start' ('Leave') date**

### Trip Summary

Overall Starting Point		
Leave From:	San Diego, CA	<a href="#">Edit</a>
Leave:	20-Mar-11	
Location 1: CAMP ZAMA, JPN		
Leave From:	San Diego, CA	<a href="#">Edit</a>
TDY/TAD Loc:	CAMP ZAMA, JPN	
Arrive:	21-Mar-11	
Leave:	26-Mar-11	

(including Taxes and Fees) Non Contract Government

Class: UDC [Select Flight](#)

▲	07:55 PM Depart SAN - San Diego International 08:38 PM Arrive LAX - Los Angeles International Apt	Sun 20-Mar-11	Flying Time: 43min Lay- over Time: 4h 27min
▲	01:05 AM Depart LAX - Los Angeles International Apt 05:00 AM Arrive HND - Tokyo Haneda Apt	Mon 21-Mar-11	Flying Time: 11h 55min

**Air arrival is 21 Mar which is  
1 day after your trip start date.**

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This slide is the Air Travel screen after completing the Trip Overview procedure. If crossing the International Date Line (IDL) from west to east on the return trip (e.g., leaving Tokyo, Japan on Tuesday and arriving on Monday in San Diego, California), the Departing On date for the last leg of the flight will be earlier than the Arriving On date of the Ending Point. DTS will flag this as an error. Change the Arriving On date to equal the Departing On date, and make a note in the Trip Comments box of the Trip Preview screen to indicate the actual Arriving On date. It provides instructions on what must be done to ensure the departure flight selections are correct. **Next Slide**

Reference: Reference: Document Processing Manual Chapter 2, 2.5.3 Trip Overview Screen Refreshed, para 2: Complete the Arriving On field. Use the calendar icon to populate the field. It continues with the **Note**: If crossing the International Date Line (IDL) from east to west on the return trip (e.g., leaving Tokyo, Japan on Tuesday and arriving on Monday in San Diego, California), the Departing On date for the last leg of the flight will be earlier than the Arriving On date of the Ending Point. DTS will flag this as an error. Change the Arriving On date to equal the Departing On date, and make a note in the Trip Comments box of the Trip Preview screen to indicate the actual Arriving On date.”

Document Processing Manual section 2.7.3.6, Per Diem Entitlements - International Date Line (IDL) Travel, contains more specifics.





# DTS Reservation Module Challenges – Air CONUS to Europe

**Air Travel**

Modify Search

Please Note: A Red Star (\*) indicates a field is required.

\* Departure Airport (or city, state):  
LGA - New York La Guardia Apt

\* Arrival Airport (or city, state):  
FRA - Frankfurt International

\* Arrival or Departure:  
Departure

03/19/2011

07:00 PM

Show Alternate Airports:

**Search**

**Air Travel**

Please select flights for LGA - New York La Guardia Apt to SCN - Saarbrucken Ensheim Airport departing on 03/19/2011

**DTS shows the 'Arrival or Departure' as the date you actually arrive at your PDS (19 Mar in the example). In this example the flights shown have you departing on 19 Mar with a '+1 day' causing you to arrive on 20 Mar. You must change the 'Arrival or Departure' date to the actual date you depart the TDY location (18 Mar for the example), then click 'Search'. The correct flights will show.**

\$437.80 Total Estimated Airfare (Including Taxes and Fees) Alternate GSA City Pair


Class: YCA    Fare Rules    View Available Seats    **Select Flight**

05:05 PM Depart LGA - New York La Guardia Apt	Sat 19-Mar-11	Flying Time: 2h 7min Lay-over Time:
07:12 PM Arrive CLT - Charlotte		1h 58min
Equipment 320		
09:10 PM Depart CLT - Charlotte	Sat 19-Mar-11	Flying Time: 8h 40min
10:50 AM Arrive FRA - Frankfurt International Apt +1 day		
Equipment 333		

This slide is the Air Travel screen after completing the Trip Overview procedure for the Return travel on a TDY either going to an OCONUS TDY from a CONUS PDS, or returning to an OCONUS PDS from a CONUS TDY. It provides instructions on what must be done to ensure the departure flight selections are correct.

When traveling from CONUS to locations EAST (i.e. OCONUS Europe) your ARRIVAL date may be the next day. Unfortunately there is a slight problem with DTS DTSP-5919, in which the Reservation Module searches for the Overall Ending Date rather than the TDY Departure date for the return flight as well as the rental car drop-off. Until the issue is resolved, please be sure to adjust the search dates for the return flight and re-perform the search. **Next Slide**

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## DTS Reservation Module Challenges – Air CONUS to Europe (continued)

**CTO Comments - Air**


No Flight Selected  
NOTE: Selecting this option will require manual intervention by your Commercial Travel Office and may result in a higher transaction fee to the Government.

If necessary, add additional comments to the CTO:

CTO, please assist traveler with: NYC - New York - All Airports to FRA - Frankfurt International Apt, depart on 03/19/2011 at 11:30 AM

**When using 'Request CTO Assistance, prior to sending comments to the CTO be sure to change the 'depart on' date to the date you actually depart the TDY location.**

**Change the date to your TDY departing date (should be 18 Mar in this example).**



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This slide is the 'CTO Comments-Air' screen after clicking 'Request CTO Assistance'. It provides instructions on what must be done to ensure the CTO knows the correct departure date when making the air reservations. **Next Slide**



# DTS Reservation Module Challenges – Rental Car - PDS CONUS to TDY Europe

**Rental Car**

Modify Search

Please Note: A Red Star (\*) Indicates a field is required.

\* Pick-Up Date: 03/13/2011

\* Pick-Up Time: 08:30 AM

\* Drop-Off Date: 03/19/2011

\* Drop-Off Time: 05:30 PM

One-Way Rental:

\* Pickup Airport (or city, state): LGA - New York La Gu

\* Type: Compact

**Search**

**Rental Car**

Select Rental Car for  
LGA - New York La Guardia Apt, NY (United States) Skip This Car

from 03/13/2011 through 03/19/2011

RENTAL CAR: \$0.00

Government Rates | Non-Government Rates


Rental rates shown do not include the Government Administrative Supplemental fee of \$1 Per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

DTS shows the 'Drop-Off Date' as the date you actually arrive at your PDS (19 Mar in this example). You must change the 'Drop-Off Date' to the actual date you depart the TDY location (18 Mar). Then click 'Search'. When you select the rental car the correct drop-off date is included.

This slide explains what must be done to ensure the Rental Car contract has the correct drop-off date. **Next Slide**

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## DTS Reservation Module Challenges – Rental Car - PDS CONUS to TDY Europe

(continued)

**CTO Comments - Rental Car** When requesting CTO assistance, prior to sending comments to the CTO be sure to change the 'to' date to the date you actually depart your TDY location. In this example you should change 03/19/2011 to 03/18/2011.

No Rental Car Selected  
NOTE: Selecting this option will require manual intervention by your Commercial Travel Office and may result in a higher transaction fee to the Government.

If necessary, add additional comments to the CTO:  
CTO, please assist traveler with: Compact Car for NEW YORK, NY from 03/13/2011 to 03/19/2011

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This slide is the 'CTO Comments-Rental Car' screen after clicking 'Request CTO Assistance'. It provides instructions on what must be done to ensure the CTO knows the correct drop-off date when making the rental car reservations.

**Next Slide**



## DTS Reservation Module Challenges – Lodging - PDS CONUS to TDY Europe

**Lodging**

Modify Search

Please Note: A Red Star (\*) indicates a field is required.

\* Check-in Date: 03/13/2011

\* Check-Out Date: 03/19/2011

Select By: TDY Location

\* City / TDY Location: NEW YORK NY

\* Distance: 10 Miles

**Search**

**Lodging**

Select Lodging for NEW YORK from 03/13/2011 through 03/19/2011 Skip This Hotel

**RESERVATIONS SUMMARY:**  
**DTS shows the 'Check-Out Date' as the date you actually arrive at your PDS (19 Mar in this example). You must change the 'Check-Out Date' to the actual date you depart the TDY location then click 'Search'. When you select your hotel the correct dates are included.**

Govt. Safety Compliant Lodging Other Published Rates

Sort By:  Distance  Rate Range  Hotel Name

Lodging Per Diem Rate Allowed is \$192.00 in NEW YORK, NY

> NEXT 10

\$168.00 - \$539.00	Rate Range	Additional Hotel Information	Select Hotel
Doubletree Hotel New	Phone: 212/564-0994	FEMA Approved	Approx. Distance: 2 Miles

This slide explains what must be done to ensure the Lodging Checkout date is correct so the hotel has the correct information. **Next Slide**



## DTS Reservation Module Challenges – Lodging - PDS CONUS to TDY Europe (continued)

**CTO Comments - Lodging**

**When using 'Request CTO Assistance', before sending comments to the CTO be sure to correct the 'to' date as it will show the date you actually arrive at your PDS.**

No Accommodations Selected  
NOTE: Selecting this option will require manual intervention by your Commercial Travel Office and may result in a higher transaction fee to the Government.

Lodging Per Diem Allowed: \$ 192.00

Please provide in the box below any additional information the CTO may need, such as hotel name or zip code:  
CTO, please assist traveler with: NEW YORK, NY from 03/13/2011 to 03/19/2011

**Change to TDY departure date (18 Mar for this example)**

Cancel CTO Assistance    Send Comments to CTO

This slide is the 'CTO Comments-Lodging' screen after clicking 'Request CTO Assistance'. It provides instructions on what must be done to ensure the CTO knows the correct check-out date when making the hotel reservations. **Next Slide**



## Per Diem Entitlement Challenges

- Areas of discussion include:
  - Crossing the International Date Line and CONUS to OCONUS east locations (i.e., Europe)
  - Government lodging
  - Meal rates
    - Full rate
    - Government Meal Rate (GMR)
    - Proportional Meal Rate (PMR)
    - Special rate
  - Incidental expenses (IE)

We will be discussing the items shown here. Please ask questions during the discussion on each subject. **Next slide**



## Per Diem Entitlements for IDL and CONUS to Europe Travel

- DTMO Document Processing Manual (DPM), Chapter 2, Section 2.7.3.6 Per Diem Entitlements - International Date Line (IDL) Travel

PER DIEM ENTITLEMENTS FOR IDL TRAVEL			
IF		THEN	
Traveling	Example	Itinerary	DTS
Westward (IDL-W)	Seattle to Tokyo  Leave Seattle at 9 am on Monday. Arrive Tokyo 2 pm on Tuesday.	Adds one day.  Shows travel for Monday and Tuesday.	Calculates only one travel day for per diem entitlement.  Labels the location for the added itinerary day as "In Transit".  Does not pay per diem for the In Transit location.
Eastward (IDL-E)	Tokyo to Seattle  Leave Tokyo at 3 pm on Friday. Arrive Seattle at 7 am on Friday.	Subtracts one day.  Shows arrival time before departure time.  May show two hotel reservations for the same day.	Adds an extra 75% to M&IE on the travel day.  Pays per diem for both hotels.

\* In Transit displays on the Per Diem Entitlements screen as the location for the dates that fall between the start date and the TDY arrival date.




The table here is from the DTMO Document Processing Manual (DPM), Chapter 2, Section 2.7.3.6 Per Diem Entitlements - International Date Line (IDL) Travel. It explains how DTS treats per diem entitlements for IDL travel.

A note in section 2.5.3 of the DPM states: If crossing the International Date Line (IDL) from east to west on the return trip (e.g., leaving Tokyo, Japan on Tuesday and arriving on Monday in San Diego, California), the Departing On date for the last leg of the flight will be earlier than the Arriving On date of the Ending Point. DTS will flag this as an error. Change the Arriving On date to equal the Departing On date, and make a note in the Trip Comments box of the Trip Preview screen to indicate the actual Arriving On date.




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## Per Diem Entitlement Challenges – Government Lodging

- Per diem rate is determined based on traveler's TDY location, not lodging location (JFTR U4100, JTR C4550)
  - Military are required to check availability **at** (not **near**) TDY location through CTO or destination Billeting Office
    - Although AO can direct the use, Local Business Rules may state that if adequate Government quarters are available military members are required to utilize them


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The rules for military personnel use of Government Lodging at a TDY location are shown here. (Discuss each bullet. The references for Lodging and DFAC Requirements are shown below for the instructor's reference) **Next slide**

**Instructor Reference copied from regs:**

- DOD FMR Vol 9 Chap 5, Section 050801 'Government Quarters and Dining Facility Availability ([http://comptroller.defense.gov/fmr/09/09\\_05.pdf](http://comptroller.defense.gov/fmr/09/09_05.pdf))
- Military
  - JFTR/JTR App O, par. T4040 Living Expenses (Per Diem).A.1.b and c:
    - b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., through the CTO) at (not near) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.
    - c. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (not near) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010).



## Per Diem Entitlement Challenges – Government Lodging (continued)

- Civilian cannot be ordered/required to use Government quarters. However, the requirement to exercise prudence when incurring expenses applies stating civilians should check for Gov't quarters and are encouraged to use those quarters.
- Lodging References:
  - DOD FMR Vol 9 Chap 5, 050801  
([http://comptroller.defense.gov/fmr/09/09\\_05.pdf](http://comptroller.defense.gov/fmr/09/09_05.pdf))
  - JFTR/JTR Appendix O, par. T4040
  - JTR, par. C1058 “Obligation to Exercise Prudence In Travel” (DoD civilians)

The rules for civilian employees use of Government Lodging at a TDY location are shown here. (Discuss each bullet. The references for Lodging and DFAC Requirements are shown below for the instructor's reference) **Next slide**

### **Instructor Reference copied from regs:**

- DOD FMR Vol 9 Chap 5, Section 050801 'Government Quarters and Dining Facility Availability ([http://comptroller.defense.gov/fmr/09/09\\_05.pdf](http://comptroller.defense.gov/fmr/09/09_05.pdf))
- Civilians (JTR): C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR § 301-70.1)
  1. A traveler must exercise the same care and regard for incurring expenses to be paid by the Gov't as would a prudent person traveling at personal expense.
- C4554 PER DIEM RULES CONCERNING MEALS: Appendix O (JFTR/JTR) par. T4040.A.3
  - a. An employee may not be ordered/required to use GOV'T QTRS, nor may the lodging reimbursement simply be limited to the GOV'T QTRS cost.
  - b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION.



## Per Diem Entitlement Challenges – Meal Rates

- Which rate authorized is at AO's discretion
- Full Meal Rate applies when:
  - Lodged outside U.S. owned/operated installation, or
  - Lodged on U.S. installation and DFAC not available/authorized
  - GMR or PMR do not apply




This slide provides Full Meal Rate policy. Review Appendix O of the JFTR/JTR section T4040, Living Expenses (Per Diem) for all personnel military and civilian.

Also in addition to Appendix O of the JFTR/JTR military personnel must review JFTR Chapter 4 Temporary Duty, Part B Per Diem, Section U4151 M&IE Rate Determination for OCONUS Full Days.


In addition to Appendix O of the JFTR/JTR Civilian personnel must review JTR Chapter 4, Employee Travel, Part B Per Diem Allowances, Section C4554, Per Diem Rules Concerning Meals. **Next slide**

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## Per Diem Entitlement Challenges – Meal Rates (continued)

- Government Meal Rate (GMR)
  - Applies to Civilians only on Training or Deployment TDYs
- Requirements
  - Lodged on US owned or operated Installation or Quarters are available, and
    - Commander controlling DFAC(s) authorizes TDY personnel access to all three meals, and
    - Meal times coincide with Mission Accomplishment
      - Note many locations have 24/7 DFACs and only require a call to provide a meal. Thus all meals are available


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The rules stated here will assist the AO in determining if the Government Meal Rate should be used.

- It is important to note that for civilians, footnote 8 of JTR C4566, QUICK REFERENCE TABLES - PER DIEM AUTHORITY, the GMR applies if the AO specifies the GMR based on available GOV'T dining facility/mess during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments). This means the AO cannot require civilian employees to eat at the dining facility for a normal TDY.

Go through each bullet and answer any questions. All information is from Appendix O (JFTR/JTR) T4040.A.9.b and included below for your reference.

- Again, remember that the per diem rate is determined based on the traveler's TDY location, not the lodging location (JFTR U4100, JTR C4550). Therefore if all meals are available as well as quarters are available at the TDY location and the member selects lodging outside the installation the GMR still applies.

**Next slide**

### **Appendix O (JFTR/JTR) T4040.A.9, Meals,.b**

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates

based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). *The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A8c.*



## Per Diem Entitlement Challenges – Meal Rates (continued)


- Government Meal Rate (GMR) (cont)
  - When AO specifies GMR, “DFAC use authorized” must be stated on authorization/order informing traveler prior to order approval and TDY start
  - If US Installation lodging is available, but member is *directed* to lodge off base, GMR does not apply
  - Local business rules may require GMR when bullets 1 through 3 apply; this makes the AO’s decision easier
    - Regardless of whether or not this guidance is in your Local Business Rules “DFAC use authorized” must be stated on the order

This slide continues with AO directives. The “Note” right after Appendix O (JFTR/JTR) T4040.A.9.b. tells us that “In circumstances in which adequate GOV’T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV’T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A9). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS ‘availability’ to reduce the locality meal rate to GMR/PMR.”

Note that to ease the AO’s decision making process Local Business Rules can state that the GMR must be used when: for military members - installation lodging is selected or is available; and the commander controlling the DFAC authorizes TDY personnel access to all three meals; and Meal times coincide with mission accomplishment. This applies to DOD civilian employees only during TDYs for training or deployment. In either case “DFAC use authorized” must be stated in the ‘Other Authorizations’ section of the authorization/orders.


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## Per Diem Entitlement Challenges – Meal Rates (continued)

- Proportional Meal Rate (PMR) applies when:
  - Lodged on US owned or operated installation or quarters are available, *and*
  - Commander controlling DFAC(s) authorizes TDY Personnel Access to DFAC where at least one meal is available, *and*
    - “DFAC use authorized” must be stated on the authorization/order
  - Government furnishes one or two meals at nominal or no cost, *or*


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The rules stated here will assist the AO in determining if the PMR should be used. The Proportional Meal Rate or ‘PMR’ applies to Uniformed Service members and DOD civilian employees for each day meals are furnished.

The PMR is the rate used when the GOV’T furnishes one or two meals at nominal or no cost, or the meal is included in a registration fee. A meal that is provided to the traveler for which the GOV’T pays nothing does not affect per diem payment.

All information is from the following sources:

**Appendix R (JFTR/JTR), Part 1 Conference Planning Policy, O.2:**

2. Meals Included in Registration Fee. When the GOV’T furnishes one or two meals at nominal or no cost, or includes them in the registration fee, the proportional meal rate applies to Uniformed Service members and DoD civilian employees for each day meals are furnished. See APP R, Part II, item I for PMR computation examples. Since the AO may authorize the PMR or locality meal rate when the traveler is unable to eat the deductible meal due to medical requirements or religious beliefs (JFTR, par. U4165-D and/or JTR, par. C4554-B4), every effort should be made to accommodate the traveler’s requirements.

**Appendix O (JFTR/JTR) T4040.A.9.b and JTR :**

b. On other days, the meals and incidentals allowance is the full M&IE for

the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one or two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). *The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A8c.*

## **JTR C4554 PER DIEM RULES CONCERNING MEALS**

### **A. M&IE Rate Determination**

#### **1. Full Day**

##### **a. CONUS. The**

- (1) Applicable locality per diem rate,
- (2) Standard GMR, plus \$5 for IE on any day the AO specifies the GMR rate, or
- (3) PMR, plus \$5 for IE on any day the AO specifies the PMR rate.

##### **b. OCONUS. The**

- (1) Applicable locality per diem rate, (plus the locality IE rate or \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses (**NOTE** below on IE));
- (2) Standard GMR for meals in a GOV'T dining facility/mess plus the IE rate (**NOTE** below) on any day the AO specifies the GMR rate, or;
- (3) PMR plus the IE rate (**NOTE** below) on any day the AO specifies the PMR rate.

***NOTE: The IE rate OCONUS is the applicable locality per diem rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. Regardless of at what location the traveler is lodged, the \$3.50 must be stated on the order for it to be paid for travel beginning on or after 1 July 2009 . The \$3.50 IE rate does not apply on any day the employee is traveling.***

##### **c. Joint Task Force (JTF) Operations. Ch 4, Part I.**

***NOTE: For training and deployments the AO may specify the GMR or***



***PMR based on GOV'T dining facility/mess availability. The AO may only specify the GMR when all 3 meals on a given day are available. The AO may only specify the PMR when at least one meal a day is available. A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on an interim travel day.***

2. Partial Days. ***On the days of departure from and return to the PDS, the GM, PMR, \$3.50 IE, or reduced per diem rate do not apply.***

3. Schoolhouse Training (Formal Courses of Instruction). ***The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY order to the contrary.*** If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to order issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.



## Per Diem Entitlement Challenges – Meal Rates (continued)

- Proportional Meal Rate (PMR) applies when: (cont)
  - One or two meals cannot be consumed in the DFAC due to mission requirements or meal is provided
  - Meal is included in registration fee
  - Light refreshments are a deductible meal if otherwise qualified and served at a meal time
  - Complimentary meals provided by lodging establishment do not affect per diem if room charge is same with or without meal

More information when the PMR applies. As an FYI, Appendix O (JFTR/JTR) par. T4040.A.9.b and JTR NOTE 2 tells us that: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal. Note that a complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. This is stated in Appendix O (JFTR/JTR) par. T4040.A.9.d.

Answer any questions. **Next slide**



## Per Diem Entitlement Challenges – Meal Rates (continued)

- Special Rate
  - Used to enter actual meal costs when required for hospital stays (Doc Processing manual Chapter 11, Special Circumstances Travel)
    - Individual is on Temporary Disability Retired List
  - Special Rate is also used to set a special per diem rate (M&IE total) for a location. For example, Camp Roberts, California is a location where a special rate applies because of the low cost of lodging and dining facility in the contract at the installation.
    - Requires approval from the Service POC in JFTR/JTR
  - After selecting 'Special Rate' enter allowed per diem rate or actual meal cost in 'Cost' field



References are:

1. DTMO **Document Processing Manual Chapter 11, Special Circumstances Travel, 11.8 "TDRL Actual Meals**
  - a. "A military member admitted to a medical facility is authorized per diem equal to the actual daily charges paid for the day after arrival at the medical facility through the day before departure."
2. DTMO **Financial Field Procedures Guide App I, Procedures for Travel with Reduced or Special Per Diem Rates:**
  - a. "As applicable, the Authorizing Official (AO) may recommend payments for reduced/no per diem. The AO should inform the service point of contact of the need for a reduced rate. The contact information for the service point of contact is listed in the introduction of the Joint Federal Travel Regulations / Joint Travel Regulations (JFTR /JTR) under the heading, Feedback Reporting. An authorized reduced per diem rate must be established and stated on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the original order modification was issued).
  - b. When determined that a per diem rate exceeds the need for a temporary duty (TDY) assignment, the AO should seek to prescribe

a fixed reduced per diem rate. Reductions in lodging and/or meal costs may result from:

- Prearrangement,
- Special discounts, or
- Other reasons.

3. The AO submits a request to the appropriate office that includes:

- Established lodging and meal costs,
- The traveler's name,
- Travel dates, and
- TDY assignment location.

**Note:** Find guidance on reduced/special per diem rates for SCT trip types in the *Document Processing Manual*, Chapter 11, Special Circumstances Travel.



## Per Diem Entitlement Challenges – Meal Rates (continued)

- References
  - DOD FMR Vol 9, Chapter 5, Section 0508
  - Military: JFTR Chapter 4, par. U4151
  - DOD Civilian: JTR Chapter 4, par. C4554
  - Military and DOD Civilians: Appendix O (JFTR/JTR) par. T4040-A9, Eating



This slide provides all policy references. The starting point for all Per Diem Entitlements is Appendix O of the JFTR/JTR section T4040, Living Expenses (Per Diem) for all personnel military and civilian.

Also military personnel must review JFTR Chapter 4 Temporary Duty, Part B Per Diem, Section U4151 M&IE Rate Determination for OCONUS Full Days.

Civilian personnel must also review JTR Chapter 4, Employee Travel, Part B Per Diem Allowances, Section C4554, Per Diem Rules Concerning Meals.

**Next slide**



## Per Diem Entitlement Challenges – Incidental Expenses

- Fees and Tips to some personnel providing assistance
- Transportation (i.e., bus, subway including Tax and service charges) to food establishments outside the TDY location if suitable meals cannot be obtained at that location
- Laundry/Dry-Cleaning (OCONUS), Telegrams and telephone calls necessary to reserve lodging
- Mailing costs associated with filing travel vouchers and payment of GTCC billings, Potable water and ice
- Any other necessary expenses related to rooms, lodging, or valet service except barbers, hairdressers, manicurists or masseurs



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This slide is taken from Appendix A, Part 1 “Definitions” for both the JFTR and JTR. Discuss each bullet. Remember that Laundry and Dry-Cleaning is included in the Locality Incidental rate when TDY OCONUS. It is a separate Non-Mileage expense if TDY is at a CONUS location. **Next Slide**

For your information below is a copy of App A, Part 1 Definitions (JFTR/JTR):

### Per Diem Allowance

#### Incidentals:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. UNIFORMED MEMBER. See APP G for reimbursement of fees and tips incurred at transportation terminals.);
  - b. CIVILIAN EMPLOYEE. See JTR, par. C7460-item 4, 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 site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be

authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;

3. Laundry/dry-cleaning, and/or pressing of clothing when travel is to an OCONUS location;
4. Telegrams and telephone calls necessary to reserve lodging;
5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
6. Potable water and ice (28 Comp. Gen. 627 (1949));
7. Tax and service charges on any of the expenses in items 2.;
8. Tax and service charges for meals or any of the expenses listed in item F.; and
9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account. (ref JFTR Appendix A Part 1:Definitions (JFTR/JTR))

NOTE: JTR Ch2, Part C, states: **C2100 GENERAL**

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursement for transportation expenses incurred in and around the PDS; Ch 2, Part H. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

### **C2101 TAXICAB USE**

A. To/from a Transportation Terminal. Reimbursement is authorized for taxi fares plus tip between the points

shown in the itemization below. Between:

1. Places of residence, lodging, or duty at the PDS or TDY station and transportation terminals;
2. Transportation terminals, if free transfer is not provided; or
3. Transportation terminal and lodging, when needed, due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed.

Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging; and from the PDS to the residence on the day of return from such TDY.



## Per Diem Entitlement Challenges – Incidental Expenses (continued)

- Other Per Diem Entitlements - No Other Per Diem Entitlement (Locality Rate) – vs. – OCONUS Incidental Amount
  - Determined by AO based on availability and cost of incidentals
  - OCONUS Incidental Expense (IE) Rate
    - Applies when Quarters are Available on a U.S. owned or operated OCONUS location
      - Military can be directed to use adequate available government lodging
      - Civilians cannot be directed to use Gov't Qtrs. However, if they do use them to exercise prudence when incurring expenses, AO has authority to authorize \$3.50 OCONUS rate

We are often asked when the OCONUS Incidental Amount applies. This, and the following slides provide that guidance. Notice DOD Civilians cannot be directed to reside in government quarters. However, to exercise prudence when incurring expenses, they should check for GOV'T QTRS availability, and are encouraged to use those QTRS

References:

Military JFTR/JTR Appendix O, T4040 LIVING EXPENSES (PER DIEM)

JTR Chapter 4, Part B, Section C4566 Quick Reference Tables – Per Diem Authority, Table (3) Whole Days of Travel – OCONUS





## Per Diem Entitlement Challenges – Incidental Expenses (continued)

- OCONUS IE Rate (cont)
  - Is *always* the AO's decision
  - If AO determines that the \$3.50 is not adequate, they can authorize/approve locality IE rate
    - Must be stated in Travel Order prior to starting travel
    - If \$3.50 rate is determined to be adequate after TDY begins, Traveler must be notified and order amended
      - New rate can only be shown in order from the date the amended order is APPROVED forward

### **Military**

- JFTR Chapter 4 Temporary Duty, U4151.D OCONUS IE, 1 states “Except for USCG members and other members traveling under USCG funds, the OCONUS locality IE rate is the applicable rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. Regardless of the location at which the member is lodged, the \$3.50 must be stated on the travel order for it to be paid for travel beginning on or after 1 July 2009. The \$3.50 IE rate does not apply on any day the member is traveling.”

### **Civilians**

- JTR C4554 Gov't Quarters Available at an OCONUS Location, states that the AO can determine that the \$3.50 is not adequate and can authorize/approve the locality incidental expense rate. The locality incidental expense rate payment/allowance must be stated in the travel order.
- AO must contact the proper authority to prescribe a reduced diem rate IAW the JTR, Chapter 4, pars. C4550.C and C4560.



## Per Diem Entitlement Challenges – Incidental Expenses (continued)

- OCONUS Incidental Rate (cont)
  - Table (JTR) to assist AO’s decision for civilians

(3) Whole Days of Travel – OCONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at OCONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (not a U.S. INSTALLATION).	Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION). Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.	Each whole day at an OCONUS TDY location at which the employee is authorized a reduced per diem rate.
Per Diem for Whole Travel Days <sup>2</sup>	The OCONUS TDY locality M&IE <sup>3</sup> (unless the AO specifies the FMR based on deductible meals), plus the lodging <sup>4</sup> cost NTE the TDY locality maximum lodging ceiling.	M&IE plus the GOV'T QTRS cost <sup>10</sup> . M&IE may be at the meal rate prescribed for the TDY locality plus locality IE, or PMR plus locality IE if one or two deductible meals are provided <sup>14</sup> . Par. C4554-A for M&IE rate determination.	The OCONUS TDY locality M&IE <sup>3</sup> plus lodging <sup>4</sup> cost NTE the TDY locality maximum lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE or \$3.50 IE <sup>5</sup> if one or two deductible meals are provided <sup>6, 24</sup> . Par. C4554-B.	M&IE plus GOV'T QTRS cost <sup>11</sup> . M&IE may be at (1) TDY locality meal rate, (2) Standard GMR <sup>9</sup> , (3) PMR <sup>9,49</sup> . Add the locality IE or \$3.50 IE <sup>5</sup> . There is no per diem for field duty (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	M&IE plus occupied lodging cost NTE the TDY locality maximum lodging ceiling. <sup>47</sup> M&IE may be at (1) The TDY locality meal rate, (2) Standard GMR <sup>9</sup> , (3) PMR <sup>9,49</sup> . Add the locality IE or \$3.50 IE <sup>5</sup> . There is no per diem for field duty (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. <sup>4, 57</sup>

Civilians JTR C4565, Per Diem Computation Examples, and C4566, Quick Reference Tables – Per Diem Authority, provide guidance on determining the proper per diem entitlements.

This is a copy of the most common TDYs for OCONUS, table “(3) Whole Days of Travel – OCONUS” from the C4566, Quick Reference Tables – Per Diem Authority. Notice that each section authorizes the AO Table an OCONUS Location, states that the AO can determine that the \$3.50 is not adequate and can authorize/approve the locality incidental expense rate. The locality incidental expense rate payment/allowance must be stated in the travel authorization/order.



## Per Diem Entitlement Challenges – Incidental Expenses (continued)

- References
  - JFTR/JTR Appendix A, Part 1 “Definitions”
  - JFTR Chp 4 U4151 M&IE Rate Determination for OCONUS Full Days, D OCONUS IE
  - JFTR Chp 4173 Per Diem Computation Examples
  - JTR, Chapter 4 Employee, Travel Part A TDY
    - C4550.C Authorizing a Reduced Per Diem Rate
    - C4554 Per Diem Rules Concerning Meals
    - C4560 Lodging When TDY at One Location for more than 30 Days
    - C4565, Per Diem Computation Examples
    - C4566, Quick Reference Tables – Per Diem Authority



## Tips for Training OCONUS TDYs

- Information provided in original slides on DTS reservations
- Voucher completion
  - Currency conversion requires knowledge of exchange rate charged when your GTCC receives expense notification
  - Verify Actual GTCC charges
    - Use the 'create an expense item from a government charge card transaction' link in Non-Mileage Expenses





## Tips for Training OCONUS TDYs (continued)

- Verify actual GTCC charges (cont)
  - Review GTCC statement and *Pending Transactions* on card vendor's site,  
<https://home.cards.citidirect.com/CommercialCard/Cards.html>
  - Currency conversion site with amount and historical rates:  
<http://www.oanda.com/currency/converter/>





## Tips for Training OCONUS TDYs (continued)

- Note that OCONUS expenses may not be posted to GTCC for up to 10 days
  - Regulatory guidance states voucher *should* be submitted within 5 working days after returning
  - It is suggested that traveler does not complete voucher until any expenses charged to GTCC are listed on GTCC online site
- Receipt requirements remain same as CONUS (i.e. all lodging and any expenses over \$75)



## Tips for Training OCONUS TDYs (continued)

- DTS Special Topic Training: OCONUS Travel in (TraX), which includes:
  - Currency conversion
  - Reservation issues when crossing the International Date Line
  - Use of foreign airlines
  - Differences in reimbursable expenses



The primary training offered by the DTMO is the DTS (Special Topic) – OCONUS Travel. As you can see it provides guidance on Currency Conversion, Reservation issues when crossing the IDL, the use of Foreign Airlines, and differences in reimbursable expenses.



## Resources



### DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool
- Access JFTR/JTR, DOD FMR Vol 9 Chapter 5

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)



### Travel Explorer (TraX)

- Distance Learning (OCONUS Travel)
- Access FAQ through Knowledge Center

[www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport)



### Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX



Here are the available resources for OCONUS Travel. Are there any questions? If not thank you very much for your time and attention.