



# Defense Travel Management Office



## Temporary Duty (TDY) Travel Allowances – Basics

Connect 2011 Seminar

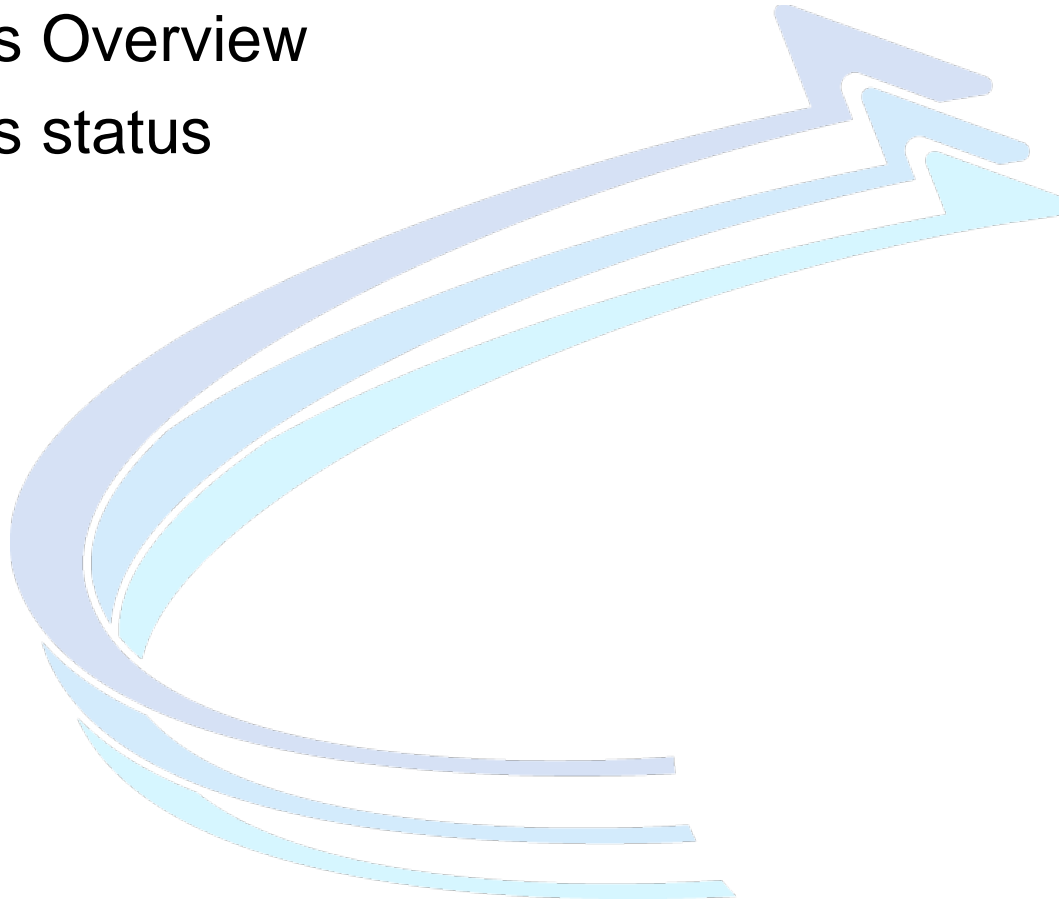
April 2011

**For Official Use Only**



# Agenda

- Regulations Overview
- Regulations status
- Resources





## Caveats

- Material included in this brief is current *BUT* is subject to change
- *Do NOT* use this brief as the basis of any decision; consult the appropriate reference in the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JTFR) for the most current information





# Overview

- JFTR applies to Uniformed personnel
- Service regulations supplement the JFTR, but cannot authorize expenditures that are not allowed in JFTR
- JFTR available at:  
<http://www.defensetravel.dod.mil/perdiem/trvlregs.html>

## Applicable Regulations for Uniformed Personnel

Titles 10 and 37 of the US Code (statute law)

Government Accountability Office (GAO) decisions

DoD Office of Hearings and Appeals (DOHA) opinions

Services' policies in Joint Federal Travel Regulations (JFTR)

*\* DSSR, FTR, and JTR are not applicable to uniformed personnel for travel and transportation allowances*





## Overview (continued)

- JTR applies to DoD civilians
- DoD civilian employees follow the regulations of the authority whose appropriations pay for the travel (with few exceptions)
- Service regulations supplement the JTR, but cannot authorize expenditures that are not allowed in JTR
- JTR available at:  
<http://www.defensetravel.dod.mil/perdiem/trvlregs.html>

### Applicable Regulations for DoD Civilian Employees

Titles 5 of the US Code (statute law)

Decisions from Government Accountability Office (GAO), General Services Administration (GSA)

Civilian Board of Contract Appeals (CBCA – formally GSBCA)

GSA's Federal Travel Regulation

State's Standardized Regulations (DSSR)

DoD policies in Joint Travel Regulations (JTR)

*\*JFTR is not applicable to DoD civilian employees*





# JTR and JFTR Basics

- JTR/FTR and JFTR are *NOT* guidance; have the force and effect of law
  - No JTR or JFTR waivers
- Just because the JTR (or JFTR) does not specifically state that you cannot do something, does *NOT* mean that you can (JTR, par. C1050-A and JFTR, par. U1000)
  - *Said differently:* The regulations tell users what they can do; find where the regulations say you can do something
  - If you, as an AO, want to 'OK' a reimbursable expense, make sure it's on JFTR/JTR, Appendix G list!





# Status of JFTR & JTR

## *Myth:*

- JFTR and JTR are guidance for Government-funded travel and may be replaced/overridden by local policy/decisions

## *Truth:*

- JFTR and JTR are 'statutory regulations' with the power and effect of law; to violate them is to violate the law



# Legal Opinions

## *Myth:*

- Command-level attorneys can interpret JFTR and JTR and render 'legally binding opinions'

## *Truth:*

- Command-level attorneys may provide 'ADVISORY' opinions
- Only DoD Office of Hearings and Appeals in OGC (DOHA) (uniformed members) or GSA's Civilian Board of Contract Appeals (CBCA) (civilian employees) may render legally binding interpretations







# Orders

## **Myth:**

- A command *may* place on an order for a reimbursement (e.g., bottled water, dry-cleaning OCONUS, pet kenneling, baby sitting) not authorized in JFTR and/or JTR since the “command’s money” is being used

## **TRUTH:**

- Allowances must be authorized/approved in JFTR/JTR to be paid
- Funds used are taxpayer funds over which command is given stewardship





# Summary

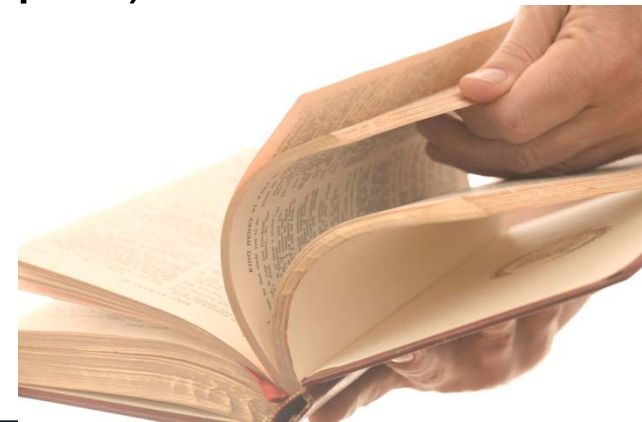
- Read *APPENDIX A* in JFTR and JTR
- Refer contractor questions to a Contracting Officer's Representative (COR) and Federal Acquisition Regulation (FAR)
- Use Service Military Advisory Panel (MAP) and Civilian Advisory Panel (CAP) members as resources via your chains of command
  - Phone numbers on DTMO website at:  
<http://www.defensetravel.dod.mil/site/pdcContacts.cfm>





# Summary

- A traveler's greatest need is *CORRECT AND TIMELY INFORMATION!*
- Travelers should be informed by knowledgeable personnel using JFTR, or JTR/FTR/DSSR, and Service implementing regulations
  - JFTR - statutory regulation for uniformed services
  - JTR - implements FTR (& DSSR, in part) for DOD civilian travelers





# Resources – DTMO Website



# Resources – DTMO Website (continued)

Immediate and Monthly regulation changes

The screenshot shows the DTMO website's 'TRAVEL REGULATIONS' page. The page has a navigation bar with links for Home, About, Programs & Services, News & Events, and References. A search bar is located on the right. Below the navigation bar, there are status indicators for DTS and EVTS availability, and a 'Login to DTS' button. The main content area is titled 'TRAVEL REGULATIONS' and includes a 'TRAVEL REGULATIONS NOTICES' sidebar with links for 'Immediate Changes' and 'Monthly Changes'. The main text explains the regulation development process and provides information about the JFTR/JTR and PDTATAC. A 'QUICK LINKS AND RESOURCES' sidebar on the right lists various links such as 'Joint Federal Travel Regulations', 'Joint Travel Regulations, Volume 2 (JTR)', 'FAQs', and 'PDTATAC Contact Information'. At the bottom, there are social media links for RSS Feeds, Podcasts, and Twitter.

JFTR/JTR

Sign up for email notifications

PDTATAC Contact Information



# Resources – Subscriber Customer Service Notifications

- Defense Travel Management Office (DTMO) Notification 30 December 2010
- The following information was updated for 01 January 2011:
  - Foreign and OCONUS Per Diem Rates
  - Overseas Housing Allowances (OHA)
  - Overseas Cost of Living Allowances (COLA)
  - Basic Allowance for Housing (BAH)
  - CONUS COLA
  - Travel Regulations JFTR & JTR
- Mileage rates effective 1 January 2011 were published. TDY and local rates changed from 50 to 51 cents for a car, 47 to 48 cents for a motorcycle and from 28.5 or 12.5 to a single rate of 19 cents per mile when a POC is used instead of a GOV'T vehicle. The PCS MALT rate increased from 16.5 to 19 cents per mile.
- To access this information, visit [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)





# Resources



## DTMO Website

- JFTR & JTR (& interim changes not yet in the 'printed' regs)
- Sign up for e-mail notification of significant changes
- PDTATAC contact information
- Frequently Asked Questions on business travel/TDY and 'relocation'/PCS subjects
- Current world-wide per diem rates

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



## Travel Explorer (TraX)

- Access eLearning, instructor resources, and reference materials
- Access FAQs 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