



# Defense Travel Management Office



## Temporary Duty Travel Allowances – Intermediate

Connect 2011 Seminar

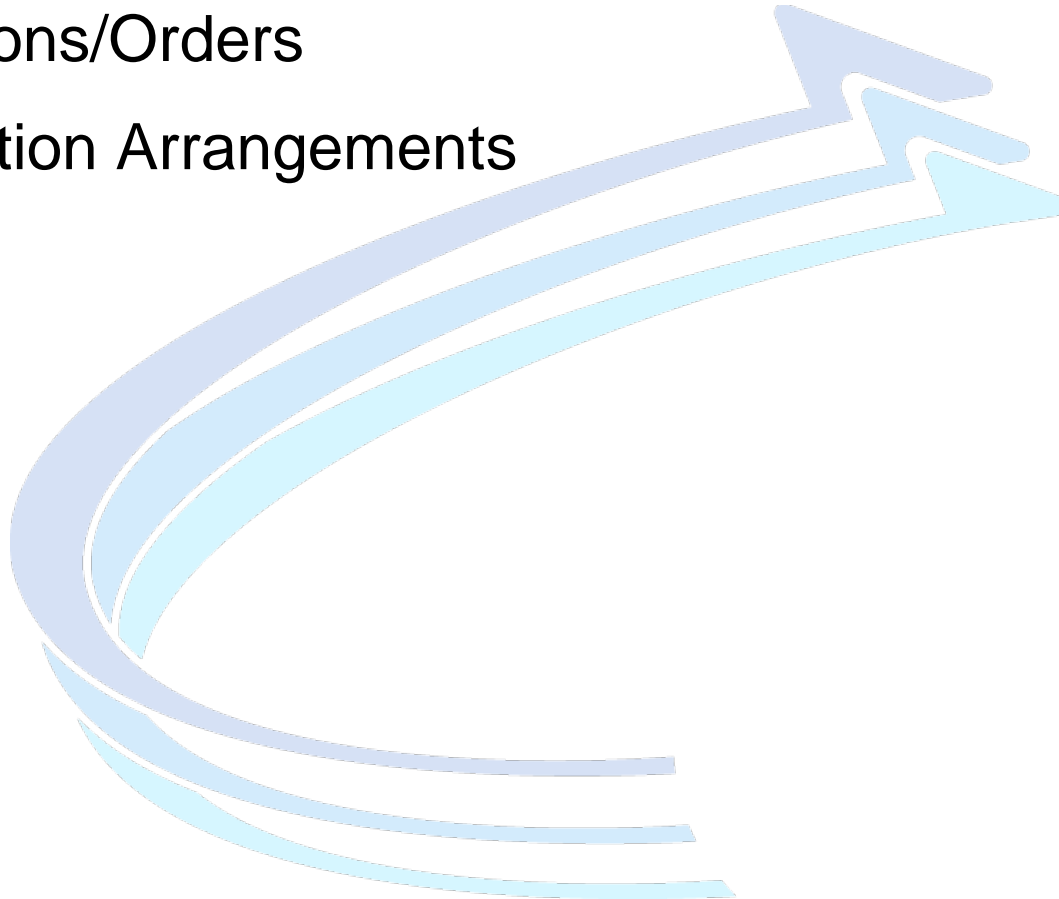
April 2011

**For Official Use Only**



# Agenda

- Authorizations/Orders
- Transportation Arrangements
- Lodging
- 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), volume 2 or Joint Federal Travel Regulations (JTFR), volume 1 for the most current information





# Orders

- Write it simply and COMPLETELY so ALL users can understand what's intended
  - REMEMBER – If an order conflicts with regulations, the regulations, NOT THE ORDER, are correct
- 'Variation Authorized' - VERY powerful
  - NOT used in place of good planning
  - Example of a 'correct' use?



## Orders (continued)

- DoD civilian employee orders (actual DD Forms 1610) prepared IAW JTR, Appendix I
  - Uniformed personnel – Each Service has order regulations
  - Some guidance in JFTR (that should be referenced from Service regulations)
- Invitational Travel Authorization (ITA)
  - Used for non-government personnel who ‘participate’ in DoD activities
  - **NOT** used for contractors in execution of contracts
  - JTR/JFTR, Appendix E





## Orders (continued)

### *Myth:*

- A command may authorize a reimbursement on an order (e.g., bottled water, dry-cleaning OCONUS, pet kenneling, baby sitting) that is 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 the command is given stewardship





## Orders (continued)

### *Myth:*

- A traveler may opt to 'waive' some/all travel allowances (e.g., "Just pay my travel and I won't ask for per diem)

### *Truth:*

- A traveler may not waive any allowance provided under law, but may return to the Treasury and funds not desired after payment to the traveler





# Transportation Arrangements

- **MANDATORY** to make all *official* transportation arrangements through available **Commercial Travel Office (CTO)/Travel Management Center (TMC)**
  - What is the DoD air transportation ‘standard’?
  - What about rental cars?
  - Is it **EVER** acceptable for travelers to make their own official travel transportation arrangements?
  - Can ‘restricted’ airfares be used?
  - Where are the rules for ‘city-pair’ airfares?
- What about lodgings?
  - Can on-line booking ‘engines’ be used?
- What are incidental expenses vs. reimbursable expenses?







# Fly America

- Only the following government agencies have ***SPECIFIC LEGISLATIVE AUTHORITY*** in statute law (title 49, U.S. Code, Section 40118(d) - 49 USC §40118(d)) to use foreign flag airlines between foreign countries even if a U.S.- certificated air carrier is available:
  - State Department
  - US Information Agency
  - US International Cooperation Agency
  - USAID
  - Arms Control & Disarmament Agency
- Covers employees of these agencies, their dependents, and baggage
- This does ***NOT*** apply (EVER) to DoD civilian travelers or uniformed personnel
  - See JFTR, par. U3125-C; JTR, par. C2204-C



# Fly America Expenditures

## *Myth:*

- To save money, it's OK to use a foreign flag airline even though a US carrier is available

## *Truth:*

- Statute law (49 USC §40118(d)) mandates that taxpayer dollars be used on U.S. carriers if they are available and meet the need
  - Cost is NOT an issue
  - There are a few exceptions detailed in JFTR, Chapter 3 & JTR, Chapter 2





# City Pair Airfares

## *Myths:*

- Contractors can use City Pair airfares to save money for the government/taxpayers
- When flying using a city-pair airfare, Government travelers get 'special treatment' like no baggage fees

## *Truths:*

- Contractors are not government employees and can't use these airfares traveling on their contracts
- City-pairs provide excellent airfares but Government travelers are otherwise treated as the general public





# Lodgings for Official Travel

- Each traveler is eligible for the TDY locality per diem lodging ceiling
  - ‘Requiring’ travelers to share rooms saves little/nothing
  - Civilian travelers **CANNOT** be required to share a room
- Civilian employees **CANNOT** be told where to stay (as in what commercial lodgings they must use)
  - **CANNOT** be required to use available government quarters
- TDY location determines per diem rate; not hotel location (with a rare exception)





# Hotel Rates

## *Myth:*

- When a government traveler shows up with orders, hotelier **MUST** give the 'Government Lodging Rate' to the traveler

## *Truth:*

- Hoteliers can charge whatever they want (unless under specific contract)
- 'Government Lodging Rate' is the maximum the government will pay to the traveler
  - Unless an Actual Expense Allowance is in play (JFTR/JTR, Chapters 4, Parts C)





# Tax Exemption

## *Myth:*

- Government travelers are exempt from hotel taxes because they're on official government travel and **ESPECIALLY** if they use the Government Travel Charge Card (GTCC)

## *Truth:*

- Government travelers are **NOT** tax exempt but some states recognize the 'ultimate payer' as the federal government; the federal government – for direct payment – is tax exempt from state taxes and allow hotels, at their discretion, to waive certain state taxes





# Summary

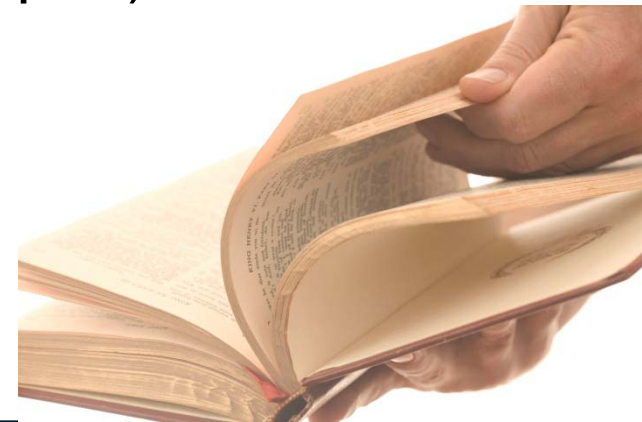
- Read *APPENDIX A* in JFTR and JTR
- Refer contractor questions to a Contracting Officer's Representative (COR) and Federal Acquisition Regulation (FAR)
- Use Service Military Advisory Panel (MAP) and Civilian Advisory Panel (CAP) members as resources via your chains of command
  - Phone numbers on 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 Travel Regulations website. At the top, there is a navigation menu with links for Home, About, Programs & Services, News & Events, and References. A search bar is located on the right. Below the navigation is a banner image of a house. 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, Volume 1 (JFTR)", "Joint Travel Regulations, Volume 2 (JTR)", "FAQs", "Questions Regarding Travel Regulations", "Allowances and Travel Regulations Mailing List", "Civilian Notices", "PDTATAC Contact Information", "Department of State Standardized Regulations (DSSR)", "DoD 4500.9-R, Defense Transportation Regulation, Parts I-V", "DoD Financial Management Regulation", "Federal Acquisition Regulation (FAR)", "Federal Travel Regulation (FTR)", "Lodging", "Premium Class Travel", "Travel Regulations Archive", and "Other Related Sites".

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)

