



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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PDTATAC/tlw

31 August 2016

MEMORANDUM FOR

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SUBJECT:

UTD/CTD for MAP/CAP 118-16(E) -- Restricted Airfare Determination

1. **SYNOPSIS:** This item clarifies the AO's responsibility when determining if a restricted airfare should be used or not.
2. These changes are scheduled to appear in the JTR, dated 1 October 2016.
3. This determination is effective 31 August 2016.
4. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

**VELDA A. POTTER**

Regulations Lead, Policy & Regulations Branch

Attachment:

Rev 1

**Uniformed E-Mail Distribution:**

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## JTR REVISIONS:

### App H3c, par. C

#### C. Restricted Airfare Determination

- \*1. If the traveler meets the above criteria, they are ready to book a restricted airfare reservation.
- \*2. If the answer to any of the questions is “NO”, then the AO must determine if the savings from a reduced fare is worth the risk that the itinerary may change and penalties could be incurred.
- \*3. Most restricted airfares have rules and penalties for changes and cancellations after ticketing, which may result in additional costs, making the command liable for any change fee. See the airline’s website for more information.
- \*4. Restricted airfares must be purchased through the CTO and paid for with a GTCC. ***Restricted airfares may not be purchased through on-line booking services.***