

CHAPTER 4

TRANSPORTATION ALLOWANCES

0401 GENERAL

The transportation office(r) (TO) is responsible for issuing guidance on the use and procurement of transportation. Contact the TO for information regarding available transportation services and costs.

0402 MODE OF TRANSPORTATION

The AO directs or authorizes the mode of transportation for official travel and can direct the use of the TO. If the orders do not direct a specific mode of transportation or the use of the TO, the traveler may select the mode to use (exception noted in section 0403). In these instances, the travel order must include the Transportation Request (TR) cost by leg of travel.

0403 TRANSOCEANIC TRAVEL

Government-arranged transportation is directed for transoceanic travel. However, when personally procured transoceanic transportation is specifically authorized in the orders, the claim will be paid accordingly.

0404 TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

040401. Use of POC. AOs cannot direct, as distinguished from authorize, the use of POCs in connection with official government business. (NOTE: This includes travel as a passenger in a POC.)

040402. POC More Advantageous to the Government. Travelers authorized to use their POC as more advantageous are paid per diem for actual travel time not to exceed the allowable travel time. Per diem within the CONUS is computed using the standard CONUS rate. The “other” rate will be used for POC travel in an overseas area. When actual travel time exceeds allowable, the higher lodging costs are considered and used first.

040403. POC Not More Advantageous to the Government. When travelers are authorized to use POC not more advantageous, computation for actual travel time is limited to the allowable time in the JFTR, paragraph U5160 and JTR, paragraph C4300. The per diem is computed using the rates in paragraph 040401.

0405 BUSINESS/FIRST CLASS (PREMIUM) ACCOMMODATIONS

Travelers will not be reimbursed for premium accommodations, unless properly authorized in the orders. It is DoD policy that travelers using commercial air carriers inside or outside CONUS

for official travel use less-than-premium accommodations. Any questions should be referred to the TO.

0406 UNUSED/LOST TRANSPORTATION REQUESTS OR TICKETS

If a traveler does not use the TR/ticket issued by the government, he or she must return it to the TO. In exchange, the TO will give the traveler an original and one copy of a DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets) or other receipt in accordance with DoD Component regulations, and will provide a copy to the disbursing officer. The traveler must attach a copy of the DD Form 730 (or other receipt) with disposition instruction to the travel claim. If a claim is received with the unused tickets, return immediately to the traveler. If a traveler loses a TR or ticket, direct him or her to the TO for assistance. If the travel orders direct use of a TR, do not reimburse the traveler for personally procured transportation, unless the AO issues a statement to allow reimbursement.

0407 SPECIAL CONVEYANCES

When the traveler is authorized and uses a commercial rental vehicle, a receipt from the rental agency itemizing all charges must be attached to the claim for costs exceeding \$75.00. Also, a statement showing the number of personal miles driven, if a mileage charge is included will be attached to the claim. A traveler who is on official travel for 4 days, but uses the rental vehicle for 7 days (3 days personal use), maybe reimbursed for the cost of the rental vehicle, not to exceed the amount it would cost to rent the vehicle on a daily basis for the number of days of official travel.

0408 REIMBURSEMENT FOR THE COST OF DAMAGES TO COMMERCIAL RENTAL VEHICLES

040801. Cost of Damage to Rental Vehicle. When extra collision insurance is not purchased or included in the basic rental contract (MTMC negotiated agreements), the traveler may be reimbursed for personal funds paid to the rental agency for the full amount of damage sustained or deductible amount (as contained in the rental agreement) to a vehicle properly rented and damaged in the performance of official business. See paragraph U3415-G of the JFTR, and paragraph C2102-F of the JTR, for definition of official purposes. The traveler will submit a claim for reimbursement, through the AO, to the Small Claims Office of the servicing Judge Advocate General (JAG) Office for adjudication. Supporting documentation will include, but is not limited to: police accident report(s), police traffic citations, statement from witnesses, statement and itemized bills from the traveler and rental agency to ensure that the claim is valid, not yet settled, and in an amount compensable to the actual damage. Inclusion of an accident report will assist legal authorities in establishing fault on the part of the party not employed by the government and enable the government to recoup its loss when-the negligence of that party can be established without costly investigation. Reimbursement is prohibited for damage sustained to a rental vehicle while being used on other than official business or by willful and wanton negligence on the part of the traveler.

040802. Claims Received From Rental Agencies. Rental agencies may submit a damage claim directly to the government and supported by appropriate documentation. Claims for

reimbursement or payments made directly to the rental agency may be made in the full amount of damage sustained or deductible (as contained in the rental agreement). Documentation will include, as a minimum, statements and itemized bills from the traveler and rental agency to ensure the claim is valid and in an amount commensurate with the actual damages. In addition, it should include an accident report to establish fault on the part of the party not employed by the government and enable the government to recoup its loss when the negligence of that party can be established without costly investigation (47 Comp. Gen. 145 (1967)). Reimbursement or payment to the rental agency is prohibited if the rental vehicle was being used on other than official business or by willful and wanton negligence on the part of the traveler.

0409 LOCAL TRAVEL IN AND AROUND PERMANENT OR TEMPORARY DUTY STATIONS

040901. General. The disbursing officer should make sure local directives clearly define the local area in which transportation expenses may be authorized or approved for conducting official business (JFTR paragraph U3500 and JTR, paragraph C2400). When two or more installations are in close proximity, the local area should be determined by the senior commander or senior service commander. When travelers perform TDY in the local area and require lodging, travel orders are necessary to support the claim.

040902. Permanent Duty Station. Travelers must provide a trip-by-trip accounting of all travel performed on official business. When like trips between the same points are made on a repeated basis, one entry on the claim showing the distance or costs between these points, and a list of dates on which the trips occurred, will suffice.

040903. Temporary Duty Station. Travelers performed local travel in a POC at the TDY site must provide a trip-by-trip accounting of all travel performed. When like trips between the same points are made on a repeated basis, one entry on the claim showing the distance or cost between these points, and a list of dates on which the trips occurred will suffice. This travel should be included on the claim or as an attachment thereto.

NOTE: Designated approving officials may not approve their own vouchers for payment of local travel.

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