

CHAPTER 4

TRANSPORTATION ALLOWANCES0401 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 TRANSPORTATION MODE

The Authorizing Official (AO) shall direct or authorize the transportation mode for official travel and may direct the use of the TO. If the orders do not direct a specific transportation mode or the use of the TO, the traveler may select the mode to use (exception noted in section 0403 of this chapter). In these instances, the travel order shall include the transportation request cost by leg of travel. The traveler shall use the Commercial Travel Office (CTO), however, for all commercial travel (see Joint Federal Travel Regulations (JFTR), paragraph U3120 and Joint Travel Regulations, Volume 2 (JTR), paragraph C2207).

0403 TRANSOCEANIC TRAVEL

When self-procured transoceanic transportation specifically is authorized in the orders, the claim shall be paid if otherwise proper (see JFTR, paragraph U3110-D). The traveler shall use the CTO, however, for all commercial travel (see JFTR, paragraph U3120 and JTR, paragraph C2207).

0404 TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

040401. Use of POC. An AO may authorize, but cannot direct, POC use in connection with official government business. This limitation also applies to travel as a passenger in a POC. (See JFTR, paragraphs U3002 and U3300 and JTR, paragraph C2150.)

040402. POC More Advantageous to the Government. A traveler authorized or approved to use a POC as more advantageous (see JFTR, paragraph U3305 and JTR, paragraph C2151) is paid per diem for actual travel time not to exceed the allowable travel time.

040403. POC Not More Advantageous to the Government. When a traveler is authorized to use a POC as not more advantageous (see JFTR, paragraph U3310 and JTR, paragraph C2152), 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 as indicated in the JFTR, paragraph U3310 and JTR, paragraph C4300.

040404. Allowable Travel Time Policy. The standard DoD procedures for administering travel time for all DoD travelers is based on the traveler's required period of duty at the temporary duty (TDY) point. For periods in excess of the allowed travel time, the

approving official determines whether leave should be charged in accordance with DoD Component leave procedure. (See JFTR, paragraph U5160-B and JTR, paragraph C4300 and Appendix O, paragraph T4030-H.)

A. Day of Arrival at the TDY Point. When the traveler is required to perform duty at the TDY point on the day of arrival, that day is a day of duty. Travel time is granted prior to that first duty day. When the traveler performs no duty at the TDY point on the day of arrival, that day is a travel day.

EXAMPLE: The traveler is authorized to travel by POC as advantageous to the government. Two days of travel are authorized. The traveler performs duty on the day of arrival at the TDY point.

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	PA*	
Arr	3 Oct	TDY point A		TD
Dep	8 Oct	TDY point A	PA	
Arr	10 Oct	PDS		MC

(NOTE: * Refer to DD Form 1351-2 for explanation of codes.)

October 3 is a day of duty, October 1 and 2 are travel days. Using the same example, if the traveler did not perform duty on October 3 at the TDY point, then October 2 and 3 are the travel days. The AO must determine if October 1 should be charged as leave in accordance with DoD component procedures.

B. Day of Departure from the TDY Point. When a traveler is required to perform duty at the TDY point on the day of departure, that day is a day of duty. Travel time is granted after that last day. When a traveler is not required to perform duty at the TDY point on the day of departure from the TDY point, that day is a travel day.

EXAMPLE: The traveler is authorized to drive by POC as advantageous to the government. Two days of travel are authorized. The traveler performs duty on the day of departure from the TDY point.

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	PA	
Arr	3 Oct	TDY point A		TD
Dep	8 Oct	TDY point A	PA	
Arr	10 Oct	PDS		MC

October 8 is a day of duty; October 9 and 10 are travel days. Using the same example, if a traveler performs no duty on October 8 at the TDY point, then October 8 and 9 are travel days. The AO shall determine if October 10 should be charged as leave in accordance with DoD Component procedures.

0405 BUSINESS/FIRST CLASS (PREMIUM) ACCOMMODATIONS

Travelers shall not be reimbursed for premium accommodations, unless properly authorized in the orders or approved. (See JFTR, paragraph U3125 and JTR, paragraph C2204.) It is DoD policy that travelers using commercial air carriers for official travel shall use less-than-premium accommodations. This does not preclude the traveler from accepting a complimentary seating upgrade offered by the carrier. Any questions should be referred to the TO.

0406 UNUSED/LOST TRANSPORTATION REQUESTS OR TICKETS

If a traveler does not use the ticket for government-procured transportation, he or she shall return that ticket to the TO. In exchange, the TO shall 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 provide a copy to the disbursing official. The traveler shall attach a copy of the DD Form 730 (or other receipt) with disposition instruction to the travel claim. If a claim is received without the unused tickets, the claim shall be returned immediately to the traveler. If a traveler loses a ticket, he or she shall be referred to the TO for assistance. A traveler is liable for the costs of lost tickets if the tickets are lost through the traveler's negligence. If the travel order directs use of government-procured transportation, do not reimburse the traveler for personally procured transportation unless the AO issues a statement to allow reimbursement. (See JFTR, paragraph U3140 and JTR, paragraphs C2201 and C2256.)

040601. Oversold Reserved Accommodations. Penalty payments or credits issued by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserved space, belong to the U.S. Government, and not the traveler, when the payments result from travel on official business. In accordance with the Defense Transportation Regulation, travelers will be instructed that upon receipt of such credits they are required to turn them into the TO for proper disposition.

0407 RENTAL VEHICLES

040701. Receipts. When the traveler is authorized and uses a commercial rental vehicle, a receipt from the rental agency shall be attached to the claim for costs of \$75.00 or more. (See JFTR, paragraph U2510 and JTR, par. C2206.)

★ 040702. Mileage Charges. When a mileage charge is included in the cost of a rental vehicle, the total cost of which is \$75.00 or more, a statement showing the official distance driven shall be attached to the claim.

★ 040703. Leisure Use with Official Use. A traveler who is on official travel with an authorized rental vehicle, who also uses the vehicle during authorized leave, may be 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.

040704. Reimbursement for the Cost of Damages to Commercial Rental Vehicles. Reimbursement or payment to the rental agency for damages shall be made by the government, or by the traveler if it is determined that the traveler was not in scope of employment when the loss occurred. When government reimbursement is approved, and extra collision insurance is not purchased or included in the basic rental contract (e.g., in accordance with Military Traffic Management Command (MTMC) negotiated agreements), the traveler may be reimbursed for personal funds paid to the rental agency for the full amount of damage sustained, or the deductible amount (when contained in the rental agreement), to a vehicle properly rented and damaged in the performance of official business. The JFTR, paragraph U3415-G and JTR, paragraph C2102-E, define official purposes. The traveler submits a claim for reimbursement, through the AO, to the claims office of the supporting Staff Judge Advocate (SJA) for adjudication. Supporting documentation shall include, but is not limited to:

- A. Police accident report(s)
- B. Police traffic citations
- C. Statements from witnesses
- D. Statement and itemized bills from the traveler and rental agency to ensure that the claim is valid, not yet settled, and in an amount commensurate to the actual damage.
- E. Inclusion of an accident report assists legal authorities in establishing fault on the part of the party not employed by the government, which may 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.

040705. Damage Claims Received from Rental Agencies. Government reimbursement or payment to a 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. Rental agencies may submit a damage claim directly to the government. To be considered, these claims shall be 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 the deductible amount (when contained in the rental agreement). As a minimum, documentation shall include:

- A. 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.
- B. An accident report to establish fault on the part of the party not employed by the government, which may enable the government to recoup its loss when the negligence of that party can be established without costly investigation (47 Comp. Gen. 145 (1967)).

0408 LOCAL TRAVEL IN AND AROUND PERMANENT OR TEMPORARY DUTY STATIONS

- ★ 040801. General. The disbursing official should make sure local directives clearly define the local area in which transportation expenses may be authorized or approved for conducting official business (see JFTR, paragraph U3500 and JTR, paragraph C2400). When two or more installations are in close proximity, the senior commander or senior service commander should determine the local area. When travelers perform TDY in the local area and require lodging, travel orders are necessary to support the claim.
- ★ 040802. Prohibition on Self-Approval. Designated approving officials may not approve their own vouchers for payment of local travel.
- ★ 040803. Permanent Duty Station. Travelers performing local travel in a POC shall 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 suffices, provided that it reflects the distance or costs between these points and the dates on which the trips occurred.
- ★ 040804. Temporary Duty Station. Travelers performing local travel in a POC at the TDY site shall 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 suffices, provided that it reflects the distance or costs between these points and the dates on which the trips occurred. This travel should be included on the TDY claim or as an attachment.

★0409 TRAVEL AND TRANSPORTATION FOR FUNERAL HONORS DETAIL

040901. General. A person not employed in the government, who participates in a funeral honors detail for a veteran in accordance with Title 10, United States Code, section 1491, may be authorized transportation or transportation reimbursement and expenses.

040902. Transportation Mode. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. When a POC is the authorized mode, actual expenses rather than a mileage allowance may be paid. Reimbursement for POC actual expenses are limited to: fuel, oil, parking, ferry fares and road, bridge and tunnel tolls.

040903. Lodging and Meals. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. If individuals serving on the funeral honors detail incur costs to include per diem, an Invitational Travel Order (ITO) will be used.

040904. Miscellaneous Expenses. Reimbursement for miscellaneous expenses in accordance with JTR paragraph C4709 may be authorized.