

DEFINITIONS

1. Actual Expense Allowance (AEA). An amount for actual and necessary expenses when the per diem allowance for a particular area is inadequate.
2. Actual Travel Time. Travel time from physical departure to arrival.
3. Agency Program Coordinator (APC). The Agency person who acts as the liaison between the contractor and the cardholders. APCs are responsible to the respective DoD Component Program Manager (CPM) for program execution and management at hierarchy levels determined by the DoD CPM.
4. Allowable Travel Time. The number of days allowed for official travel.
5. Approved. This term is defined in the JFTR, Appendix A. Its use, with respect to official travel, applies equally to military and civilian personnel.
6. ATM-In-Your-Pocket. A contractor offered travelers check program authorized by the immediate supervisor, managed by the APC, and designed for frequent or long-term travelers. The travelers checks are issued directly to individual cardholders in booklets and charged to their card only upon cashing.
7. Authorized. This term is defined in JFTR, appendix A. Its use, with respect to official travel, applies equally to military and civilian personnel.
8. Authorized Travel Time. The maximum allowable travel time determined before travel begins and based on the mode of travel authorized in the orders.
9. Authorizing Official (AO). An official, or the designated representative to whom final authority to issue travel orders is delegated in writing by a DoD Component, by organizational title, and/or name. This is the same as Orders Authorizing Official.
10. Cardholder. Personnel designated to use the Government travel card in their performance of official travel.
11. Centrally Billed Accounts (CBA). Travel card account numbers issued to an agency for which the government guarantees payment.
12. Commercial Travel Office (CTO). An office owned, staffed, and operated by a private contractor. It may be located on or off a government installation.
13. Component Program Managers (CPM). The designated headquarters program manager for each agency using the GSA Travel and Transportation Management Contract. CPMs are responsible for establishing the hierarchies for their agency and distributing program management information from the Defense Finance and Accounting Service.

14. Dependent. This term is defined in the JFTR/JTR, Appendix A
15. Directed. An order to do something a specific way.
16. Disbursing Office. An activity, or that organizational unit of an activity, whose principal function consists of the disbursement and collection of official funds for the government.
17. Government Bill of Lading (GBL). A government document used to procure freight and cargo transportation and related services of commercial carriers for the movement of material at government expense.
18. Government Dining Facility. A government owned facility with the primary mission of providing meals to military members. The JTR refers to this as a government mess.
19. Government Travel Card. A plastic card issued to personnel under the guidelines of the government travel card program.
20. Hierarchy. Individual travel card accounts linked to the organization responsible for issuing the card by billing cycle and Component management information.
21. Individual Mobilization Augmentee (IMA). A category of Reserve Component membership. While on active duty in a TDY status, travel and per diem are paid to such personnel in accordance with the JFTR, Chapter 7.
22. U. S. Installation. The definition in the JFTR, Appendix A, applies equally to the travel of military and civilian personnel.
23. Invitational Travel Order (ITO). Authorization for travel of a person, not a government employee, in connection with certain assignments directly related to activities and in the interest of the Department. The JTR, Chapter 6 and the JFTR, Chapter 7, part T apply.
24. Meals & Incidental Expenses (M&IE). The M&IE rate is a fixed allowance, by locality, for the meals and incidental portion of the per diem rate.
25. Military Traffic Management Command (MTMC) Negotiated Agreements. A negotiated agreement between the Military Traffic Management Command and rental car companies.
26. Open Travel Authorization. A written document issued or approved by an OA/AO for the purpose of performing official government travel for a continuous period of time. Also commonly known as “blanket” or “repeated” travel authorizations.
27. Orders Authorizing/Approving Official. This is the same as Authorizing Official (AO).
28. Permanent Change of Station (PCS). Permanent movement of a military member or civilian employee from one duty station to another within or outside the continental United States.

29. Permissive/Administrative Travel Time. An authorized administrative absence not chargeable to leave and for which per diem and transportation allowances are not payable.
30. Premium Class. Any class of transportation service above coach, such as business or first class.
31. Temporary Duty (TDY). In this Volume, TDY includes temporary additional duty (TAD) for those DoD Components that use TAD.
32. Transportation Officer (TO). A person appointed or designated by the commander of a military activity to perform traffic management functions. This person may be designated as “installation transportation officer,” “traffic manager,” “traffic management officer,” or “passenger transportation officer.”
33. Travel Status. Individual travel performed away from a permanent duty station on official business under competent travel orders. Delays for the purpose of qualifying for reduced travel fares, and other necessary delays en route incident to the mode of travel and periods of necessary TDY are included.
34. Traveler. Refers to Military members, DoD employees, and invitational travelers, who travel in an official capacity.
35. Unit Cards. Centrally billed accounts (CBAs) for which the government guarantees payment. CBAs may be issued in one of two ways; either by account number or in the form of a plastic card. The unit card allows commanders/supervisors to provide travel funds and/or tickets for personnel who have been denied an individual card.

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