



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
HOFFMAN BUILDING 1, ROOM 836
2461 EISENHOWER AVENUE, ALEXANDRIA, VA 22331-1300

PDTATAC/tlw

26 September 2002

UNIFORMED TRAVEL DETERMINATION
CIVILIAN TRAVEL DETERMINATION

TO: SEE DISTRIBUTION

SUBJECT: MAP 47-02(E)/CAP 44-02(E) - Daily Admin Fee for Rental Cars

1. SYNOPSIS: The attached MAP/CAP item is based on a change to MTMC's rental car agreements, requiring a \$5 per day administrative fee for members and employees renting cars under a Government agreement.

2. These revisions are scheduled to appear in printed change number 191 of the JFTR, and 445 of the JTR, dated 1 November 2002. **This change is effective 1 October 2002.**

S. W. WESTBROOK
Director

Attachment:
Rev 3

Hard Copy Distribution:

MAP Item file CAP Item file

E-Mail Distribution:

MAP Members	GSBCA Judges	GSA-OGP(MTT)
CAP Members	HRSIC	GSA-3FT
T&T Branch	PMO-DTS	

JFTR REVISIONS:

U3415 SPECIAL CONVEYANCE USE

A. *****

C. Reimbursement for Special Conveyance Use

1. ~~Reimbursable~~ Expenses ~~Reimbursable~~. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, *there should be a record of those expenses available to submit with the receipt* ~~should include a list of these expenses~~. These expenses include:

a. *****

h. optional extra collision hull insurance for rental aircraft; ~~and~~

i. traveler access fee (when charged); ~~and~~

j. any per-day administrative fee called for in the MTMC rental car agreements.

U4520 MISCELLANEOUS EXPENSES

A. *****

B. TDY Expenses ~~Travelers~~. In addition to those expenses listed in par. U4520-A, reimbursable expenses for *members on* TDY ~~travelers~~ include:

1. *****

7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; ~~and~~

8. customary tips for handling Government property at terminals and hotels; ~~and~~

9. any per-day administrative fee called for in the MTMC rental car agreements.

JTR REVISIONS:

C2102 SPECIAL CONVEYANCE USE

A. *****

C. ~~Reimbursable Expenses for Special Conveyance Use of Special Conveyances~~. When a rental automobile or other special conveyance is authorized/~~or~~ approved, the rental and hiring charge *and operating expenses incurred on official business (if not included in the rental or hiring charge) are* reimbursable. When the *operating* expenses ~~of operation~~ are included in the rental or hiring charge, *there should be a record of those expenses available to submit with the receipt shall include a list of these expenses.* ~~When the rental or hiring charge does not include the expenses of operation, such expenses incurred on official business are reimbursable.~~ These expenses include items such as:

1. *****

6. ferry fares, bridge, road and tunnel tolls;~~;~~

7. traveler access fee (when charged); ~~and~~;

8. any per-day administrative fee called for in the MTMC rental car agreements.

C4709 MISCELLANEOUS EXPENSES

A. *****

B. ~~TDY Expenses~~Travel. In addition to those expenses listed in par. C4709-A, reimbursable expenses for TDY travelers include:

1. *****

6. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; ~~and~~

7. transportation-related tips for handling Government property at terminals and hotels;~~;~~ ~~and~~

8. any per-day administrative fee called for by the MTMC rental car agreements.

APPENDIX O REVISIONS:

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. *****

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (*see JFTR, par. U4520 and JTR par. C4709*). When possible, the

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

A. *****

E. Miscellaneous Expenses. Travelers are to receive reimbursement for necessary travel and transportation related miscellaneous expenses incurred on official business. These expenses include:

1. *****

18. **UNIFORMED MEMBERS ONLY:**

(a) *****

(b) The cost during TDY travelauthorized for OCONUS travel.; ~~and~~

19. similar travel relatedroom/gym fees.); *and*

20. *any per-day administrative fee called for by the MTMC rental car agreements.*