



**PER DIEM, TRAVEL, AND TRANSPORTATION  
ALLOWANCE COMMITTEE**  
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ALEXANDRIA, VA 22350-9000

November 4, 2022

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 89-22(I), "TMC Fee Reimbursement for Rental Car and Lodging Reservations"

1. Purpose: This item adds rental car and lodging Travel Management Company fees to the Joint Travel Regulations as reimbursable expenses. New TMC contracts authorize TMC fees to be charged when booking lodging and rental car reservations.
2. This revision is forwarded for information purposes. No coordination is required.
3. Staff initiated this revision.
4. This revision is effective November 4, 2022.
5. Action Officer: Scott Laws (david.s.laws2.civ@mail.mil).

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Joel T. Ridenour  
Deputy Director, Defense Travel Management  
Office  
Chief, Per Diem, Travel, and Transportation  
Allowances Committee

Attachment:  
Joint Travel Regulations Revisions

cc:  
Civilian Board of Contract Appeals  
Defense Travel Management Office  
General Services Administration  
U.S. Coast Guard Pay and Personnel Center

# Joint Travel Regulations Revisions

## 020209. Rental Vehicle

A. Obtaining Authorization. To be reimbursed, an AO must authorize or approve use of a rental vehicle. A traveler must obtain a rental vehicle through an electronic system when it is available or through the TMC if it is not available. TMC use is not mandatory when renting an airplane or bus ([CBCA 2956-TRAV, January 31, 2013](#)). A compact vehicle is the standard size for official travel, but the AO may authorize or approve a larger vehicle for the following reasons:

1. Medical disability or other special need.
2. Mission requirements.
3. Cost is the same or less for a non-compact vehicle.
4. Multiple travelers are authorized to travel in the same rental vehicle.
5. Government material for official business requires more space.
6. Safety, such as driving during severe weather or on rough or difficult terrain.

B. Reimbursement for Use of a Rental Vehicle. A traveler is reimbursed the cost of the authorized or approved rental vehicle. This includes ~~the a TMC fee,~~ related taxes and local assessments added into the rental agreement. Fees associated with rental car loyalty points and the transfer of points are not reimbursed.

\* \* \* \*

<b>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</b>		
	<b>If...</b>	<b>Then...</b>
1	the Internet (Wi-Fi) is required at the lodging location for official purposes,	the AO may authorize or approve Internet connection charges.
2	certain fees are not optional, such as tourism, safe, service, or resort fees,	the AO may authorize reimbursement for them.
3	the TDY is canceled or curtailed,	the AO may authorize or approve reimbursement of non-refundable deposits, prepaid rent, late and early departure fees, limited to the remaining lodging and tax expenses that would have been paid.
4	a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler's control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem. See <a href="#">dual lodging computation example</a> .
5	the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control,	
6	a traveler must retain airport daytime lodging for reasons related to travel arrangements and not for personal	the AO may authorize or approve reimbursement for lodging fees or daytime lodging charges.

## Joint Travel Regulations Revisions

<b>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</b>		
<b>If...</b>	<b>Then...</b>	
	convenience,	
7	<p>the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,</p>	<p>the AO may approve dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before <i>or</i> after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.</p>
8	<p>dual lodging is requested and appears to meet criteria for approval,</p>	<p>the AO must verify the necessity based on reasonable and prudent actions of the traveler and must not authorize or approve it for the traveler's convenience.</p>
9	<p>lodging is required on the day of departure from the TDY site or an early check-in fee is required on the day of arrival (effective May 1, 2017),</p>	<p>the AO may authorize or approve reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.</p>
10	<p>advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,</p>	<p>the AO may authorize reimbursement, unless the deposit is forfeited because the travel is not performed for reasons unacceptable to the DoD Component or Service. In that case, the traveler is financially responsible for the advance deposit.</p>
11	<p>taxes on charges other than lodging, such as on movies or room service fees, are included in the lodging bill in the CONUS or non-foreign area OCONUS,</p>	<p>reimbursement is not authorized.</p>
12	<p>a transaction fee for personally procured lodging is incurred and the traveler does not use an electronic travel system or an available TMC,</p>	<p>reimbursement is not authorized.</p>
13	<p>a TMC is not available and the traveler incurs a transaction fee for arranging lodging,</p>	<p>the transaction fee is a reimbursable expense.</p>
14	<p><del>The</del> the traveler is authorized the use of nonconventional lodging,</p>	<p>the service fee is a reimbursable expense.</p>
15	<p><u>a TMC is available and the traveler incurs a TMC fee for arranging lodging.</u></p>	<p><u>the TMC fee is a reimbursable expense.</u></p>