

How to Enter Travel Allowances



Background

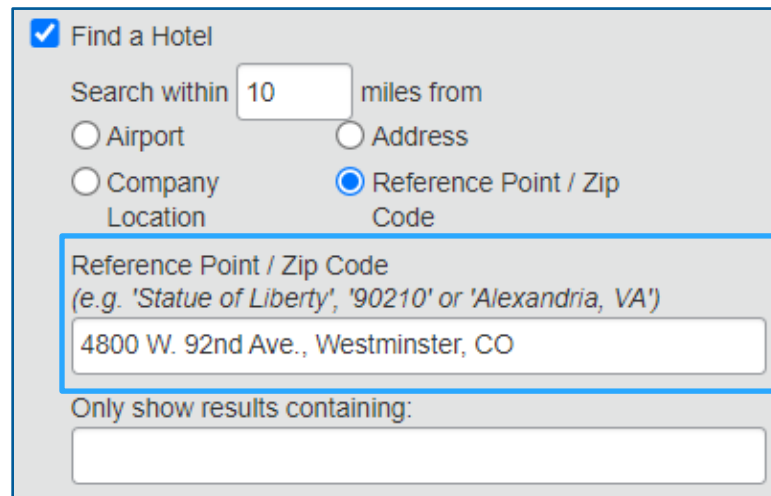
According to the Joint Travel Regulation (JTR), par. 020102, a Traveler's "per diem is based on the rate of the authorized stopover point or official duty location." In other words, when you are at the TDY location, where you do your work determines your per diem allowances, not where you sleep at night or the location of your arrival airport.

This information paper shows you how to enter the correct per diem allowances into MyTravel. Of course, MyTravel refers to per diem allowances as *travel allowances*, so this Supplement uses that term as well.

So with those principles in mind, let's get started. In the example shown in this Supplement, you are going TDY to Westminster, CO.

Identify the Full Street Address of your TDY Work Location

You must make some type of reservations on most TDY trips, and if you need lodging reservations, one of the first fields that affects those travel allowances is the **Reference Point/Zip Code** field in the *Trip Search* area of the MyTravel home screen (Figure 1).



The screenshot shows a form titled "Find a Hotel" with a checked checkbox. Below it is a search radius of "10 miles from" with radio buttons for "Airport", "Address", "Company Location", and "Reference Point / Zip Code". The "Reference Point / Zip Code" option is selected. A text input field below contains the address "4800 W. 92nd Ave., Westminster, CO". Below the address field is a section labeled "Only show results containing:" with an empty text input field.

Figure 1: Trip Search Area of the MyTravel Home Screen (Detail)

Your best option is to enter the full street address of the place you will be working while you are TDY. Doing so allows MyTravel to search for the airports, rental car vendors, and hotels nearest to your actual TDY location.

If you are traveling to multiple TDY locations, you will have to take this step once for each TDY location at which you need lodging reservations.

Identify the Correct Travel Allowances Location

Later, just before you start making your lodging reservations, you will see the **Hotel Per Diem Locations** screen (Figure 2).

Lodging Rate	Meals Rate	Incidentals Rate
\$ 153	\$ 74	\$ 5

Figure 2: Hotel Per Diem Locations Screen (Detail)

Use the **Location** drop-down menu to select the option that best identifies your actual TDY work location. Doing so lets MyTravel search for hotels near your work location and identify which rooms cost more than the travel allowance. Keep in mind that because even locations “near” your TDY location can have different limits, you should always identify your work location.

Identify the Correct TDY Work Location

Once you create your trip request, you will ultimately land on the **Expected Expenses** screen. You almost always have to add a travel allowance, which you do by selecting **Manage Travel Allowance**, then **Add Travel Allowance**, as seen in Figure 3. This opens the **Travel Allowance – Itinerary** screen seen in Figure 4.

Figure 3: Expected Expenses Screen (Detail)

Identify the Correct TDY Work Location
(continued)

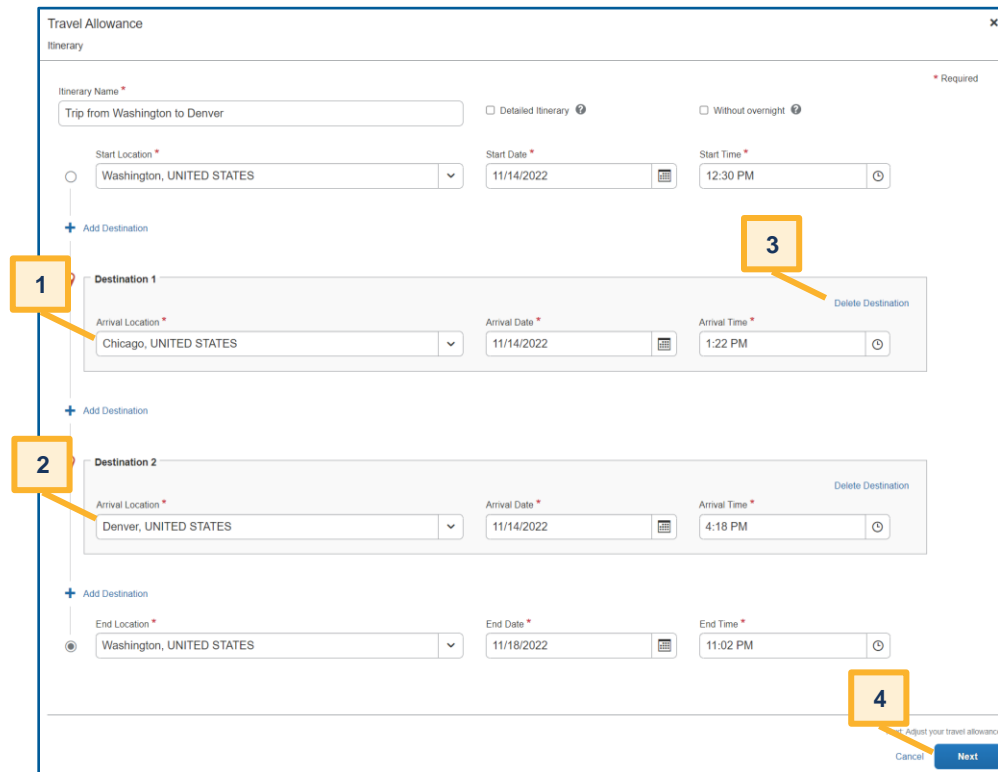


Figure 4: Travel Allowance – Itinerary Screen, Initial Results

The **Travel Allowance – Itinerary** screen initially loads with the full itinerary as reflected by your reservations. It may include locations where no travel allowances are payable, such as short layover locations where you need to change planes (Figure 4, indicator #1). It may also display arrival airport locations instead of your actual TDY work locations (Figure 4, indicator #2). To ensure you receive the correct travel allowances, you must make changes as follows:

1. Select **Delete Destination** (Figure 4, indicator #3) to remove each listed location where you are not eligible to receive any travel allowances. Doing so does not affect your reservations; it merely ensures that MyTravel uses the correct information to calculate your travel allowances.
2. Replace all incorrectly identified locations (Figure 4, indicator #2) with the correct locations. Again, this does not affect your reservations; only your travel allowances.

When you finish, the **Travel Allowance – Itinerary** screen must display a single correct **Start Location** and a single correct **End Location**. This typically happens automatically. You’re far more likely to need to remove or modify **Arrival Location** entries. Do so until you have a single correct **Arrival Location** for each place you are eligible to receive travel allowances.

Figure 5 shows the itinerary you started with in Figure 4, after you’ve made the appropriate changes. It still lists Washington (green) as your start and end location, but now displays Westminster (blue) as your TDY location, and no entry for your layover in Chicago.

Identify the Correct TDY Work Location (continued)

The screenshot shows the 'Travel Allowance Itinerary' screen. The 'Itinerary Name' is 'Trip from Washington to Denver'. The 'Start Location' is 'Washington, UNITED STATES', the 'Start Date' is '11/14/2022', and the 'Start Time' is '12:30 PM'. The 'Arrival Location' is 'Westminster, UNITED STATES'. The 'End Location' is 'Washington, UNITED STATES', the 'End Date' is '11/18/2022', and the 'End Time' is '11:02 PM'. There are 'Add Destination' buttons between the location fields. At the bottom right, there are 'Cancel' and 'Next' buttons.

Figure 5: Travel Allowance – Itinerary Screen, Updated Results

When you’ve finished making changes to your travel allowances, select **Next** (Figure 4, indicator #4) to save your changes and move to the next screen.

Below (Figure 6), you can see the same screen as it might appear for a TDY trip with three work locations – Denver, Miami, and Omaha.

The screenshot shows the 'Travel Allowance Itinerary' screen for a trip to Denver, Miami, and Omaha. The 'Itinerary Name' is 'Trip to Denver, Miami, Omaha'. The 'Start Location' is 'Washington, UNITED STATES', the 'Start Date' is '11/14/2022', and the 'Start Time' is '8:00 AM'. There are three intermediate destinations: 'Destination 1' (Denver, UNITED STATES, 11/14/2022, 2:00 PM), 'Destination 2' (Miami, UNITED STATES, 11/19/2022, 4:00 PM), and 'Destination 3' (Omaha, UNITED STATES, 11/22/2022, 3:00 PM). The 'End Location' is 'Washington, UNITED STATES', the 'End Date' is '11/24/2022', and the 'End Time' is '1:00 PM'. At the bottom right, there are 'Cancel' and 'Next' buttons.

Figure 5: Travel Allowance – Itinerary Screen, Updated Results

Final Message

As you can see, it's not difficult to ensure you get the correct travel allowances when using MyTravel. You must pay close attention to what the system enters for you, however, and take the time to update anything that is not strictly in accordance with DoD travel regulations.