



**PER DIEM, TRAVEL, AND TRANSPORTATION
ALLOWANCE COMMITTEE**
4800 MARK CENTER DRIVE, SUITE 05E22
ALEXANDRIA, VA 22350-9000

Aug 1, 2023

MEMORANDUM FOR: MILITARY ADVISORY PANEL

SUBJECT: UTD for MAP 21-23(R), "Increase Recruiter Expenses"

1. Purpose: This item edits Joint Travel Regulations (JTR), pars. 020605 and 020606 to incorporate an increase to the reimbursement limits for recruiting expenses and monthly parking expenses.
2. This revision was approved at the by the Chair, Per Diem, Travel, and Transportation, Allowance Committee.
3. These changes are scheduled to appear in the Joint Travel Regulations, dated August 1, 2023.
4. This revision is effective when printed in the Joint Travel Regulations.

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Donna K. Haddix

Donna K. Haddix
Chief, Policy and Regulations Division

Attachment:
Joint Travel Regulations Revisions

cc:
Defense Travel Management Office
U.S. Coast Guard Pay and Personnel Center

Joint Travel Regulations Revisions

020605. Recruiting Expense Reimbursement

A. Eligibility. An Armed Forces member who is permanently assigned to a recruiting organization and performing recruiting duty as either a primary or additional duty is eligible for reimbursement of specific costs involved in the performance of official duty.

B. Allowances. A recruiter is authorized a reimbursement limited to ~~\$75~~\$150 per month unless an exceptional monthly expense justifies exceeding this threshold for the actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist in the recruiting effort.

2. Parking fees at itinerary stops.

3. Official telephone calls.

4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates.

5. Other small, necessary recruiting expenditures.

6. Personally procured and consumed meals at non-Government events when the following conditions apply:

a. A meal is integral to the event and the recruiter is required to participate because of his or her assigned duty.

b. Attendance during meal time is required to fully participate in the function.

c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential purpose.

7. Reimbursement is not authorized for:

a. Expenses covered or prohibited by other Service regulations or elsewhere in the JTR.

b. Meals purchased for personal consumption.

8. Service regulations may authorize a funds advance.

020606. Recruiting-Related Parking Expenses

A. Eligibility. A DoD Service member or a civilian employee who incurs monthly parking expenses of more than \$20 while on official duty is eligible for reimbursement when assigned to the following types of duty:

1. Serving at a recruiting facility of the armed forces.

2. Assigned to an Armed Forces military entrance processing facility.

Joint Travel Regulations Revisions

3. Detailed for instructional and administrative duties at any institution where a Senior Reserve Officer Training Corps unit is located.

B. Allowances. The traveler is authorized reimbursement for monthly parking expenses not to exceed ~~\$25~~\$400. ~~Monthly parking expenses of \$20 or less are not reimbursed.~~

1. The reimbursement covers all expenses for parking a POV at the PDS work site or TDY location.

2. The statutory authority for this payment only covers parking expense reimbursement. Contracting for parking must be derived from other authority, if any.

3. Reimbursement may be on monthly, quarterly or annual basis per Service policy.



**HEADQUARTERS
DEFENSE HUMAN RESOURCES ACTIVITY
4800 MARK CENTER DRIVE, SUITE 06J25-01
ALEXANDRIA, VA 22350-4000**

MEMORANDUM FOR DIRECTOR, DEFENSE TRAVEL MANAGEMENT OFFICE

SUBJECT: Military Advisory Panel Item 21-23(R), "Increase Recruiter Expenses"

I hereby approve Military Advisory Panel Item 21-23(R) for publication in the Joint Travel Regulations. Please take action to update the Joint Travel Regulations as appropriate.

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Jeffrey R. Register
Director, Defense Human Resources Activity
Chair, Per Diem, Travel, and Transportation
Allowance Committee