



**PER DIEM, TRAVEL, AND TRANSPORTATION
ALLOWANCE COMMITTEE**
4800 MARK CENTER DRIVE, SUITE 04J25-01
ALEXANDRIA, VA 22350-9000

February 15, 2023

MEMORANDUM FOR: MILITARY ADVISORY PANEL
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 11-23(I) - "Add Language Clarifying Tip Reimbursement for Ground Transportation"

1. Purpose: This item clarifies tip reimbursement language in JTR, Table 2-13. If a traveler uses a Transportation Network Company, taxi, or limousine service, then the traveler may include a tip of up to 20% of the fare as part of the total fare amount claimed. The tip may not exceed 20% and it is not separately reimbursable. Fare means the price paid for transportation including all mandatory taxes and fees; it does not include ancillary fees for optional services.
2. This revision is forwarded for information purposes. No coordination is required.
3. Staff initiated this revision.
4. This revision is effective when published in the JTR.
5. Action Officer: Debbie Wells (debbie.l.wells.civ@mail.mil).

WOODS.CHRISTOPHER
x HER.M.1035228027

Digitally signed by
WOODS.CHRISTOPHER.M.103522
8027
Date: 2023.02.15 08:52:41 -05'00'

Christopher M. Woods
Team Lead, Policy and Regulations Branch

Attachments:
Joint Travel Regulations Revisions

cc:
Defense Travel Management Office

Joint Travel Regulations Revisions

Table 2-13. Reimbursement for Ground Transportation to and from Terminals and Rental Car Facilities		
If...	Then...	
1	a traveler uses a POV and the TDY requires at least one night's lodging,	the traveler may be reimbursed TDY mileage for travel from the residence to the PDS on the TDY departure day, and from the PDS to the residence on the TDY return day.
2	a traveler <u>uses a TNC, taxi, or limousine service, claims any mandatory or customary transportation tips for a taxi or limousine service,</u>	he or she may include up to 20% of the fare (the maximum allowed amount for a tip) as part of the total fare amount claimed. The tip is not separately reimbursable. <u>Fare means the price paid for transportation including all mandatory taxes and fees; it does not include ancillary fees for optional services.</u>
3	a traveler uses a POV to or from home or place of duty to a transportation terminal,	he or she may be reimbursed for one-way mileage for each way at the TDY mileage rate.
4	a traveler uses Government transportation or a POV to take the most direct route,	the AO may allow ferry fares, and road, bridge, and tunnel tolls.
5	a traveler is dropped off or picked up in a POV when traveling to or from home or the place of duty and taken to a transportation terminal,	he or she may be reimbursed for a round trip at the TDY mileage rate. The traveler must certify he or she incurred operating expenses if a person other than a family member drives.
6	a traveler parks at a terminal,	he or she may be reimbursed actual expense up to the cost of two one-way taxi fares. The AO may waive this limitation for Service members when the TDY is longer than initially planned.
7	a rental vehicle is used to and from transportation terminals at the PDS or TDY location, or between carrier terminals, when authorized as more advantageous to the Government,	the standard list of expenses for a rental vehicle allowance plus transportation to and from the rental car agency may be reimbursed.