



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

October 25, 2023

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 89-23(I), "Miscellaneous Corrections"

1. Purpose: This item removes *Muster Duty* information from JTR, par. 030302-C as this is governed by DoD FMR, Vol 7A, Chapter 58. This item also corrects miscellaneous minor errors throughout the JTR.
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: Dwayne A Norman II (dwayne.a.norman2.civ@mail.mil).

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Christopher M. Woods  
Chief, Policy and Regulations Branch

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

## 020206. Airplane, Train, Ship, and Bus Transportation

Table 2-5. Premium <del>or Coach</del> Class Authority			
	Agencies	First Class	Business Class
1	OSD and Defense Agencies	Director of Administration and Management.*	Director of Administration and Management. May be delegated no lower than a three-star or civilian-equivalent level.
2	Joint Staff	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three-star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than a two-star or civilian-equivalent level.
3	CCMD	Combatant Commanders (CCDR), or as delegated. Re-delegation may be no lower than the Command's three-star deputy or vice commander.	CCDR, or as delegated. May be delegated no lower than a two-star or civilian equivalent level.
4	Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, and four-star major commanders or their three-star vice or deputy commanders.*	Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, four-star major commanders, three-star deputy or vice commanders, or two-star or civilian-equivalent level.*
5	USPHS Members Only	Secretary of Health and Human Services.*	Flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing or approving authority.*
6	NOAA Corps Members Only	NOAA Corps Director.*	
7	USCG Members Only	Secretary of Homeland Security.*	
*No further delegation.			

## 020213. Ground Transportation

A. Use of Ground Transportation. A traveler should always use Government or courtesy transportation to and from terminals and rental car facilities, if available. Travelers may use:

1. Transportation network companies, taxis or limousines. A traveler may include a tip up to 20% of the fare as part of the total fare amount claimed. The tip 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. \*\*\*\*\*

# Joint Travel Regulations Revisions

## 0204 MISCELLANEOUS REIMBURSABLE EXPENSES

Table 2-24. Miscellaneous Expenses not Listed Elsewhere	
1	Late payment fee on the Government Travel Charge Card (GTCC*), incurred through no personal fault of the traveler, due to a mission-critical status (for example, when the traveler is unable to file a voucher due to circumstances specific to travel or when the AO does not approve the travel within 30 days, in accordance with <a href="#">DoDI 5154.31, Vol. 4</a> (GTCC).
2	An international transaction fee of up to 1% for qualifying transactions charged by the GTCC* provider, as listed on the billing statement, or a personal charge card if the <del>Service member/traveler</del> is exempt from using the GTCC*.
3	A merchant surcharge of up to 4% on the GTCC*, or a personal charge card if the <del>Service member/traveler</del> is exempt from using the GTCC*.
4	*****

### 030302. RC Member Performing Active Duty with Pay Who Does Not Commute

A. Eligibility. \*\*\*\*\*

~~C. Muster Duty. A Service member on Muster Duty earns pay for the assignment, but is not authorized travel and transportation allowances (see the DoD Financial Management Regulation, Vol. 7A, Chapter 58, par. 580205, “Muster Duty Allowance for Reservists”).~~