



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

October 19, 2023

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 79-23(E), “Clarification of Reimbursable Lodging Expenses Associated with Rental or Lease of Nonconventional Lodging such as a Single-Family Home or Apartment”

1. Purpose: This item clarifies JTR Paragraph 020303-G, indicating that rental or lease of a single-family home or apartment is considered long term lodging regardless of whether the lodging costs are accrued daily, weekly, or monthly. This item also clarifies Table 2-8, indicating that parking at a single-family home or apartment is considered part of the lodging cost and not separately reimbursable. This item also clarifies Table 2-16 fees, such as tourism, safe, service, or resort fees may only be reimbursed in conjunction with conventional lodging (hotel and motel establishments).
2. This revision was approved at the October 17, 2023 MAP and CAP meetings.

MAP	Vote
USA	Concur
USN	Concur
USAF	Concur
USMC	Concur
USSF	Concur
USCG	Concur
USPHS	Concur
NOAA	Concur

CAP	Vote
USA	Concur
USN	Concur
USAF	Concur
USMC	Concur
OSD	Concur

3. These changes are scheduled to appear in the Joint Travel Regulations, dated November 1, 2023.
4. This revision is effective when printed in the Joint Travel Regulations.
5. Action Officer: John P. Kenney (john.p.kenney.civ@mail.mil).

WOODS.CHRISTOPHER.M.1035228027  
 Digitally signed by WOODS.CHRISTOPHER.M.1035228027  
 Date: 2023.10.19 08:45:48 -04'00'

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

## 020303. Lodging

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. When a traveler procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate (see [long-term TDY computation example 1](#)). Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. Lodging at a single-family home or apartment will be considered long-term lodging regardless of whether the charges are accrued daily, weekly, or monthly. The AO includes the following costs in determining the long-term lodging cost:

1. Utility connection, use, and disconnection.
2. Dumping.
3. Showers.
4. Cleaning or maid fees.
5. Cable TV.
6. Automobile head bolt heaters, if ordinarily included in the hotel or motel rate in the area concerned.
7. Monthly local telephone use. Monthly fees does not include installation charges, unofficial long-distance calls, or monthly fees for a personally owned mobile phone when used instead of an installed phone for official communications.
8. Parking space when RV is used.
9. Appropriate and necessary furniture rental.
10. Exchange fees involved in renting time-share lodging at the TDY point, but not the annual maintenance fee.
11. Rental furniture or appliances. No reimbursement is authorized for items that are contracted or rented with the option to buy unless there is no other alternative. If an “option-to-buy” plan is used, the traveler must reimburse the Government the amount credited toward the purchase if paid as part of the travel claim settlement. If a damage-waiver fee is required as part of the cost, the traveler may be reimbursed for the fee as part of the furniture rental ([CBCA 1961-TRAV, July 20, 2010](#)). A traveler cannot be reimbursed for shipment or purchase of furniture ([GSBCA 16699-TRAV, August 17, 2005](#)).

12. Parking fees when parking space is a driveway or parking space considered part

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of the single-family home or apartment and are not separately reimbursable.

Table 2-8. Rental Vehicle Expenses		
	If...	Then...
1	a traveler does not obtain the rental vehicle through a TMC,	reimbursement is limited to what the rental vehicle would have cost if it had been obtained through a TMC.
2	the AO did not authorize or approve the rental vehicle for en route travel to or from the TDY location,	the traveler may be reimbursed the TDY mileage rate as if traveling by POV. The TDY mileage-rate reimbursement is limited to the mode of transportation authorized.
3	multiple travelers go to one location,	only the traveler booking the rental vehicle may claim expenses associated with its use.
4	a traveler cannot refuel completely before returning the vehicle because of safety issues or the location of the closest fueling station,	the rental vehicle company's charges to refuel the vehicle may be approved for reimbursement.
5	a daily administrative fee is charged due to the U.S. Government <a href="#">Rental Car Agreement</a> , which includes a Government administrative rate supplement (GARS),	the traveler may receive reimbursement for the daily administrative fee.
6	the mission requires an international driver's license,	the traveler may be reimbursed the cost of obtaining it, including the cost of the photos.
7	a breathalyzer is required in a foreign country and the traveler returns it unused,	the breathalyzer fee is reimbursable.
8	a breathalyzer is required in a foreign country and it is used,	the breathalyzer fee is reimbursable if a foreign authority directed the driver to use it and the device shows that the driver was not impaired.
9		the breathalyzer fee is not reimbursable if the breathalyzer was used for personal convenience or while not on official travel, or if a foreign authority directed the driver to use it and the device showed the driver was impaired.
10	non-standard equipment, such as snow tires, is necessary,	fees for the upgrade are reimbursable if the equipment is part of the rental agreement; however, equipment purchased separately from the rental vehicle agreement is not reimbursable.
11	the AO determines that use of a one-way rental is advantageous to the Government,	the drop-off fee may be reimbursed.
12	the AO determines that a rental vehicle dropped off at an alternate location is advantageous to the Government,	
13	the AO authorizes or approves a global-positioning system,	the traveler may receive reimbursement.
14	a traveler incurs fuel or oil expenses,	the traveler may receive reimbursement. <b>Note:</b> Prepaid fueling option at a rental car company is not authorized.
15	the AO authorizes or approves ferry fares; bridge, road, and tunnel tolls; and parking fees,	the traveler may receive reimbursement; however, an administrative fee associated with failing to pay

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Table 2-8. Rental Vehicle Expenses		
	If...	Then...
16	the AO authorizes or approves use of a toll-collection transponder when necessary for official use,	a toll is not reimbursable. <a href="#">Parking fees incurred due to rental or lease of a single-family home or apartment are factored into the lodging cost as specified in par. 020203-G12</a>
17	the traveler pays for access fees, for example, additional fees for access to an airport location,	

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging		
	If...	Then...
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 or approve reimbursement for <del>them</del> <a href="#">conventional lodging (i.e., hotel and motel lodging establishments.)</a>
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 convenience,	the AO may authorize or approve reimbursement for lodging fees or daytime lodging charges.
7	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,	the AO may approve dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before or 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.
8	dual lodging is requested and appears to meet criteria for approval,	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.
9	lodging is required on the day of departure from the TDY site or an early check-in fee	the AO may authorize or approve reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.

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Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging	
If...	Then...
	is required on the day of arrival (effective May 1, 2017),
10	advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,
	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.
11	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,
	reimbursement is not authorized.
12	a transaction fee for personally procured lodging is incurred and the traveler does not use an electronic travel system or an available TMC,
	reimbursement is not authorized.
13	a TMC is not available and the traveler incurs a transaction fee for arranging lodging,
	the transaction fee is a reimbursable expense.
14	<del>The traveler is authorized the use of nonconventional lodging, a TMC is available and the traveler incurs a TMC fee for arranging lodging,</del>
	the <del>service-TMC</del> fee is a reimbursable expense.
15	<del>a TMC is available and the traveler incurs a TMC fee for arranging lodging, the traveler is authorized or approved to the use of nonconventional lodging,</del>
	<del>the TMC</del> a reasonable service fee, limited to the amount of the fee charged by the TMC when required to make manual reservations, is a reimbursable expense.
16	<del>the traveler is authorized the use of nonconventional lodging</del>
	<del>Parking fees incurred due to the rental or lease of a single-family home or apartment are factored into the lodging cost as specified in par. 020203-G.12</del>