



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

August 5, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD FOR MAP/CAP 53-24(I), "Miscellaneous Corrections"

1. Purpose: This item corrects miscellaneous minor grammatical errors and corrects language in the Joint Travel Regulations.
2. This revision is forwarded for information purposes. No coordination is required.
3. Staff initiated this revision.
4. This revision is effective when publication in the JTR, dated August 1, 2024.
5. Action Office: Ashley Aguilar (ashley.aguilar5.civ@mail.mil)

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Christopher M. Woods  
Chief, Policy 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

### A. Disrupted, Missed, or Canceled Travel Arrangements.

1. A traveler who misses or cancels travel arrangements may rebook with the original carrier if the carrier is able to provide a reservation in the same fare class as the original ticketed reservation or on a City Pair Program fare that meets the requirements of the mission. If the original carrier is unable to provide a reservation that meets the criteria above, the traveler must notify the Travel Management Company (TMC) as soon as possible to change travel arrangements, see par. 020207-G ~~is-if~~ the TMC is not available. A traveler must also notify the AO of such situations as soon as practicable.

2. A traveler who is stranded while on official travel because arranged transportation was disrupted by being involuntarily delayed, changed, or canceled may be rebooked by the original carrier if the rebooked transportation is the same fare class, or on a City Pair Program fare, and meets the requirements of the mission. If the newly booked transportation does not meet the requirements of the mission, the traveler must contact the TMC as soon as possible to change travel arrangements, see par. 020207-G if the TMC is not available.

3. In cases where travel has been involuntarily disrupted while at or enroute to or from the TDY location and the delay will cause the traveler to remain overnight at the terminal location see Table 2-20 for per diem reimbursement rules. The traveler must notify the AO of these situations as soon as practicable. Failure to follow these procedures may make a traveler financially liable for any resulting expenses.

4. If experiencing involuntary disruptions to officially arranged transportation for PCS travel directly between official points that causes overnight lodging to be required at the terminal location, then refer to Table 5-54 and par. 020210-B for per diem calculation rules. If transportation is personally procured or is not between official points, then the traveler is responsible for any additional costs to make new travel arrangements as well as any costs associated with remaining at the terminal overnight.

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## 020210. Privately Owned Vehicles (POV)

A traveler cannot be directed to use a POV for official travel or be a passenger in another TDY traveler's POV ([53 Comp. Gen 67 \(1973\)](#)). Any use of a POV is considered a personal choice by the traveler. If a traveler chooses to use a POV, then the amount of the potential reimbursement depends on whether using the vehicle is more advantageous to the Government than other modes of transportation, see par. 020203-A3~~b(3)~~. If using a POV is not advantageous to the Government, then no miscellaneous reimbursable expenses associated with driving a POV are reimbursed (see [mileage rates](#)). When computing TDY mileage reimbursement, do not round the result to the nearest dollar.

F. Cost Comparisons Between Use of a POV and Other Modes of Transportation (Computation and Calculation Rules). When a traveler uses a POV instead of an authorized type of transportation deemed most advantageous to the Government, a cost comparison is submitted to the AO on a worksheet such as the DTMO's [CTW](#) or a similar locally-approved form to determine reimbursement. The POV

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mileage is compared to the constructed cost of the authorized transportation type and the lesser of the two amounts is reimbursed. The constructed cost is the sum of the transportation ticket cost, the TMC fee, and other related costs that include, but not limited to, taxi and TNC fares, terminal mileage, baggage fees, ferry fees, parking, or rental car when authorized and necessary. The per diem that the Government would have incurred if travel had been performed by the authorized transportation mode is paid.

## 054210. TQSE for Locations in Presidentially-Declared Disaster Areas

A. Authority. This section applies to civilian employees and dependents whose old or new PDS is located in a Presidentially-Declared Disaster area under the Stafford Act. [41 CFR § 302-6.24](#) is the authority that exempts temporary lodging located in Presidentially-Declared Disaster areas from the “reasonable proximity” requirement, removes the limitation of the applicable per diem allowance for TQSE ~~-(AE)~~ to the standard CONUS rate for temporary lodging located in CONUS ([41 CFR § 302-6.102](#)), and authorizes TQSE at the applicable locality per diem allowance or authorizes actual expenses on an individual basis.

### B. Allowances.

1. A civilian employee and dependents may be authorized to occupy temporary ~~quarters-lodging~~ outside the proximity requirements when relocating to a Presidentially-Declared Disaster area under the Stafford Act.

2. TQSE may be authorized at the locality per diem rate or actual expenses may be authorized on an individual basis. Per diem rates are not authorized to exceed the 300 percent ceiling. See TQSE Actual Expense Allowance computation example.

3. A blanket actual expense authorization may be issued for official relocation travel performed on or after the date of the Presidentially-Declared Disaster under the Stafford Act.

C. Scope. TQSE authorizations must apply to a specific Presidentially-Declared Disaster and must end on the expiration date of the declared disaster, or one year from the date the declaration is issued, whichever is sooner. A blanket actual expense authorization does not apply to any travel performed during TDY.

D. Time Limitation. The maximum limit of 120 consecutive days that TQSE may be authorized is statutorily based and remains in effect.

E. Payment Limitation. An authorized TQSE method cannot be changed once travel has begun.