



**PER DIEM, TRAVEL, AND TRANSPORTATION  
ALLOWANCE COMMITTEE**  
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January 26, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD-CTD for MAP-CAP 102-23(I), "Add Language Clarifying Use of a  
Transportation Network Company (TNC)"

1. Purpose: This item clarifies and expands the use of a Transportation Network Company (TNC) in the Joint Travel Regulations.
2. This revision is forwarded for information purposes. No coordination is required.
3. DTMO staff initiated this revision.
4. This revision is effective when published in the JTR.
5. Action Officer: Ashley Aguilar (ashley.aguilar5.civ@mail.mil).

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Christopher M. Woods  
Chief, Policy Branch

Attachment:  
Joint Travel Regulations Revisions

cc:  
Defense Travel Management Office

# Joint Travel Regulations Revisions

## 020210. Privately Owned Vehicles (POV)

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, a cost comparison is done to determine reimbursement. The POV 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 plus the TMC fee. The per diem that the Government would have incurred if travel had been performed by the authorized transportation mode is paid. No other costs, such as taxi fare, TNC fare, or parking, are included in the comparison.

## 020212. Travel in and around the TDY Location

A. Travel Locations. Transportation expense reimbursement in the TDY area may be authorized or approved for travel between (see par. 020205):

1. Lodging and duty site.
2. Duty sites.
3. Lodging or duty site and dining facility.

4. Lodging or duty site and transportation terminal.

B. Transportation Modes. The AO may authorize or approve the most economical transportation mode at the TDY location that meets the mission requirements. The transportation mode must be specified in the travel order if it is authorized before travel begins.

1. When authorized or approved, a traveler using commercial transportation may receive reimbursement for local public transit system fares, taxi fares, transportation network company fares, or rental vehicle costs when using a rental vehicle is more advantageous to the Government.

2. When a POV is authorized or approved, mileage is reimbursed at the TDY rate listed in par. 020210.

C. Meals or Lodging Unavailable at Duty Site

1. The AO may authorize reimbursement to a traveler for:
  - a. Daily round trips between lodging and duty site when suitable lodging is not available at the duty site.
  - b. Trips to dining establishments when suitable dining establishments are not available near the lodging or duty site.

2. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved.

## 020213. Ground Transportation

A. Use of Ground Transportation. A traveler should always use Government or courtesy

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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. Buses.
3. Streetcars.
4. POVs.
5. Rental vehicles when authorized or approved.
6. Subways or other public transportation.

B. Transportation Network Companies. Although travelers may use this transportation mode, as defined in Appendix A, cancellation fees and penalties charged by these companies are not reimbursable expenses. Travelers must select the ride option most economical and advantageous to the Government, when cost and other factors are considered. There is no authority to authorize or approve a premium or luxurious option. A class upgrade for a larger vehicle may be authorized or approved to accommodate multiple travelers; additional equipment; or when a premium TNC is equal to or less than the most economical TNC.

<b>Table 2-13. Reimbursement for Ground Transportation to and from Terminals and Rental Car Facilities</b>		
<b>If...</b>	<b>Then...</b>	
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 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.
3	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.
4	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.
5	a traveler parks at a terminal,	he or she may be reimbursed actual expense up to the cost of two one-way taxi fares <u>or TNC fares</u> . The AO may waive this limitation for Service members when the TDY is longer than initially planned.

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Table 2-13. Reimbursement for Ground Transportation to and from Terminals and Rental Car Facilities		
	If...	Then...
6	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.

## 020603. Travel within the PDS Local Area

See [par. 020315](#) for stops at the PDS airport between TDY locations.

A. Eligibility. Service member or civilian employee who travels in the local area of the PDS on official business may be eligible for the travel allowances.

### B. Allowances

#### 1. Transportation

a. The AO may authorize or approve reimbursement for transportation expenses incurred in the PDS area for travel during official duty hours:

- (1) Between either the office or duty point and another place of business.
- (2) Between places of business.
- (3) Between the residence and place of business other than the office or duty point.

b. Commercial transportation reimbursement is authorized or approved only if the expenses incurred for travel exceed the expenses ordinarily incurred when the traveler commutes to the PDS workplace (see [local travel computation example 5](#), [local travel computation example 6](#), and [local travel computation example 7](#)). Reimbursement is for actual and necessary expenses that exceed the everyday cost incurred for:

- (1) Local public transit when tokens, tickets, or cash fares are not provided.
- (2) Taxi [or transportation network company](#) fares.
- (3) Hire and operation of a rental vehicle, including necessary parking fees.

c. Travel by a POV may not be directed, but may be permitted. Reimbursements are made only to the traveler responsible for the POV's operating expenses regardless of the number of passengers or which passenger contributes funds to defray the POV's operating expenses. When a POV is authorized or approved, reimbursement is for:

- (1) Mileage based on the vehicle's odometer readings.

(a) If the traveler ordinarily uses a POV to travel to and from the residence and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, the TDY mileage rate is reimbursed for the distance that exceeds the normal

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commuting distance. See [local travel computation example 1](#) and [local travel computation example 2](#).

(b) If the traveler does not ordinarily travel by POV to and from home, and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, TDY mileage is reimbursed for the distance driven, less the traveler's ordinary transportation cost to get to work and back to the residence.

(2) Actual cost for parking fees; ferry fares; and bridge, road, and tunnel tolls, as well as for mandatory trip insurance for travel in foreign countries.

d. If a POV and public transportation are authorized or approved for travel between the residence and one or more alternate work sites within the local area, the traveler is reimbursed all of the following:

(1) The TDY mileage rate for POV use to travel to and from the commercial transportation stop, station, or terminal for the distance that exceeds the commuting distance to the regular work site.

(2) The POV's parking fees.

(3) The cost of using the local public transit system when tokens, tickets, or cash fares are not provided.

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**Note:** See [local travel computation example 3](#) and [local travel computation example 4](#).

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e. A Service member who visits a medical facility in the local area may receive a transportation allowance.

(1) A Service member who is *ordered* to travel to a medical facility in the local area to obtain a physical examination, a medical diagnosis, or medical treatment is on official business and must be reimbursed for transportation when Government transportation is not provided. Reimbursement is authorized for transportation for additional appointments to complete a required physical examination.

(2) A Service member who *voluntarily* travels to a medical facility to obtain a medical diagnosis or treatment is not on official business and is not authorized reimbursement for transportation.

f. A civilian employee may have to pay taxes on reimbursements received for local travel.

(1) Reimbursement of local travel to and from the civilian employee's residence and the alternate work location is taxable as wages when the civilian employee is both:

(a) Expected to work at a temporary or alternate location for more than one year and for more than 35 workdays in a calendar year.

(b) Traveling daily between the residence and a temporary or alternate work location within the general commuting area and to and from the residence within a day.

(2) If there is an expectation that the civilian employee will work at a temporary or alternate location for more than 35 workdays in a calendar year, the AO must advise the civilian

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employee of the potential Federal, state, and local income tax obligations. Tax rules may differ by state and locality.

(3) The ITRA outlined in [par. 020313](#) does not apply to local travel.

2. Per Diem. Per diem allowances are listed in [Table 2-27](#).

<b>Table 2-27. Per Diem within the Local Area</b>		
1	Authorized	<p>a. For a traveler who detaches (signs out PCS) from the old PDS, performs a TDY en route elsewhere, and returns on a TDY en route to the old PDS is authorized per diem at the old PDS (<a href="#">B-161267, August 30, 1967</a>).</p> <p>b. For a Service member receiving per diem for incidental expenses under the Pay and Allowance Continuation Program (see the <a href="#">DoD Financial Management Regulation, Vol. 7A</a> (Active Duty and Reserve Pay)).</p>
2	Not Authorized	<p>a. For a Service member who travels or has a TDY within the PDS limits.</p> <p>b. For a civilian employee who travels or has a TDY within the PDS limits or within the vicinity of or at the residence from which the commute takes place daily to the official station (<a href="#">CBCA 1795-TRAV, March 12, 2010, B-318229, December 22, 2009</a>).</p> <p>c. At the old PDS for a TDY en route in connection with PCS travel if the Service member has not detached or departed from the old PCS and HHGs have not been picked up.</p> <p>d. For a Service member hospitalized at the PDS.</p>

3. Occasional Meals and Lodging. Occasional meals and lodging are authorized in [par. 020305](#) for a Service member who escorts:

a. An entire Arms Control Inspection team within the PDS limits.

b. One or more members of an Arms Control Inspection team engaged in activities within the PDS limits that relate to the implementation of an arms-control treaty or agreement during the in-country period referred to in the treaty or agreement ([37 U.S.C. §494](#)).

4. Travel within the PDS Local Area under Emergency Conditions.

a. A competent authority may authorize standard travel and transportation allowances for a Service member who performs duty under all of the following circumstances:

(1) During emergencies that threaten injury to human life or damage to Federal Government property.

(2) At a location other than the residence, but within the PDS limits.

(3) Overnight accommodations are used for duty.

b. The Secretary concerned may authorize reimbursement for lodging costs for a civilian employee who performs duty under all of the following circumstances ([B-271666, April 24, 1996](#)):

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(1) If an employee in performance of their individual mission is directly supporting the Federal Emergency Management Agency in relief efforts during a presidentially declared emergency under the Stafford Act.

(2) At a location other than the residence, but within the PDS limits.

(3) Temporary lodging within the PDS limits is necessary to fulfill disaster relief duties under the Stafford Act.

c. When a Service member, civilian employee, or dependent returns to a foreign OCONUS PDS following TDY travel, including evacuation travel, and is required by host nation to quarantine outside of personal residence, then the traveler remains in an official travel status and standard travel and transportation allowances are authorized for the duration of the quarantine period.

## **020604. Taxi or TNC Use Incident to Authorized Work outside Regularly Scheduled Working Hours**

A. Eligibility. A Service member or civilian employee, who depends on public transportation for travel, is eligible for travel allowances if officially authorized to work outside of regular working hours and is traveling during hours of infrequently scheduled public transportation or darkness.

B. Allowances. The official who authorized duty outside the regular working hours or the traveler’s supervisor, if such authority has been delegated, may authorize or approve reimbursement for taxi or TNC fares between the office or duty site and residence, in accordance with Service and DoD Agency regulations ([58 Comp. Gen. 188 \(1980\)](#); [B-171969.42, January 9, 1976](#); [B-202836, November 19, 1981](#); and [B-307918, December 20, 2006](#)).

## **032601. Training in the PDS**

A. Eligibility. A civilian employee attending training courses in the PDS area may be eligible for travel allowances.

B. Allowances. See [Table 3-12](#) for allowances available to a civilian employee while training.

<b>Table 3-12. Civilian Employee Training in the PDS Area</b>	
<b>If a civilian employee is training ...</b>	<b>Then...</b>
1 at the PDS,	no travel and transportation costs are payable. The JTR is not the authority for these allowances.* See Training or Comptroller personnel for guidance.
2 in the PDS area, but not at the PDS,	the AO may authorize or approve a civilian employee to travel by POV, taxi, <u>TNC</u> , rental car, bus, train, or other transportation mode appropriate to the mission.
3 in the PDS area, but not at the PDS, and an overnight stay is required at the training location,	the AO may authorize or approve per diem or AEA, round-trip TDY mileage for POV use or the cost of round-trip public transportation from the residence to the training location.
* <a href="#">10 U.S.C. §2013</a> ; <a href="#">5 U.S.C. §4109</a> ; <a href="#">42 U.S.C. §218(a)</a> ; and <a href="#">14 U.S.C. §469</a> .	

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## 054004. Transportation for an HHT

To receive reimbursement for HHT transportation expenses, a civilian employee must itemize the transportation expenses and have supporting receipts to submit with his or her travel claim.

A. Transportation to and from a New PDS Locality. When authorizing and approving a transportation mode, the objective is to minimize en route time and maximize new PDS time. POV transportation is to the Government's advantage when the distance to the new PDS is less than 250 miles. However, a traveler cannot be required to use a POV, so the AO may authorize an alternate transportation mode. When the distance to the new PDS is 250 or more miles, POV use is not to the Government's advantage. The AO may authorize or approve POV travel as to the Government's advantage when, and only when, a written cost comparison demonstrates a POV is cost-effective. If POV transportation is to the Government's advantage, the MALT rate applies. If the civilian employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost. The civilian employee is authorized transportation expenses, including transportation between carrier terminals.

B. Local Transportation. Reasonable expenses for local transportation at the new PDS are allowed. Local transportation by train, bus, other public transit systems, commercially rented automobile, or a POV at the MALT rate may be authorized. The local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS, for example, a rental car should not be authorized if POV transportation to the new PDS is authorized. Taxi or TNC fare reimbursement is limited to transportation between carrier terminals and lodging.