



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

March 6, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 13-24(I), "Clarification of Electronic Travel System Authorization Authority"

1. Purpose: This item clarifies that travel authorizations produced in an electronic travel system are not required to use or reproduce a corresponding DD Form 1610 as long as the system contains all data elements required by FTR, Chapter 301, Appendix C. A printed copy of an electronic travel authorization is considered a valid order if it contains the data elements that would be included in a DD Form 1610.
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: John P. Kenney (john.p.kenney.civ@mail.mil).

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Donna K. Haddix
Chief, Policy, Compliance and Training
Division

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

010206. Travel Authorizations and Orders

Travel and transportation allowances are payable only after valid orders are issued. The order directs travel to, from, or between official points and serves as the basis for the trip and associated reimbursements. A travel authorization or order should be issued before travel begins. Travel or expenses incurred before a travel authorization or order is issued are not reimbursable, unless otherwise stated in the JTR. In unusual or urgent situations when travel must begin before a written authorization or order can be issued, a verbal authorization may be given. In such cases, the verbal authorization must be followed up in writing (called a “confirmatory order”) before allowances are paid. A travel order may only contain authority for travel and transportation allowances provided within the JTR. If there is any conflict between a travel order and the JTR, the JTR prevails. Travel authorizations produced in an electronic travel system are not required to use or reproduce a corresponding DD Form 1610 as long as the system contains all data elements required by FTR, Chapter 301, Appendix C. A printed copy of an electronic travel authorization is considered a valid order if it contains the data elements that would be included in a DD Form 1610. See JTR Supplement AP-TO-01 for additional information.