



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

March 6, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 12-24(I), "Clarification of Rental Vehicle Expenses"

1. Purpose: This item clarifies rental vehicle expenses that are reimbursable based on the U.S. Government Rental Car Agreement #5 with an implementation date of April 1, 2024.
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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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

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	Reservation was booked prior to April 1, 2024 and a daily administrative fee is charged due to the U.S. Government Rental Car Agreement , which includes a Government administrative rate supplement (GARS),	the traveler may receive reimbursement for the daily administrative fee. For reservations booked on or after April 1, 2024, rental companies are prohibited from charging GARS based on U.S. Government Rental Car Agreement #5.
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-charge, one-way mileage rate, or both may be reimbursed.

Joint Travel Regulations Revisions

Table 2-8. Rental Vehicle Expenses		
If...	Then...	
1 2	the AO determines that a rental vehicle dropped off at an alternate rental company location is advantageous to the Government,	
<u>1</u> <u>3</u>	the AO determines that the delivery or collection of a rental vehicle from a traveler-designated location other than a rental company's rental location is advantageous to the Government	The delivery fee, collection fee, or both may be reimbursed
1 <u>4</u> <u>3</u>	the AO authorizes or approves a global-positioning system,	the traveler may receive reimbursement.
1 <u>5</u> <u>4</u>	a traveler incurs fuel or oil expenses,	the traveler may receive reimbursement. <hr/> Note: Prepaid fueling option at a rental car company is not authorized. <hr/>
1 <u>6</u> <u>5</u>	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 a toll is not reimbursable. 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 .
1 <u>7</u> <u>6</u>	the AO authorizes or approves use of a toll-collection transponder when necessary for official use,	
1 <u>8</u> <u>7</u>	the traveler pays for access fees, for example, additional fees for access to an airport location,	
<u>1</u> <u>9</u>	the traveler is between 18-20 years old, is the renter, and incurs a young driver/underage driver fee	the young driver/underage driver fee may be reimbursed to the traveler that rented the vehicle
<u>2</u> <u>0</u>	the AO determines that a Service member or civilian employee between the ages of 18-20 on a TDY order must be an alternate driver for a rental vehicle and the renter is charged a young driver/underage driver fee	