



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

August 19, 2025

MEMORANDUM FOR: MILITARY ADVISORY PANEL
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD FOR MAP/CAP 26-25(E), “Restructure Table 2-24. Miscellaneous Reimbursable Expenses”

1. Purpose: This item creates two additional tables to specifically identify local and temporary duty travel (TDY) expenses. The expense names align with the expense list options available in the Defense Travel System. This item adds two new tables under the Joint Travel Regulations (JTR), section 0204: Table 2-24a. Miscellaneous Reimbursable Expenses for Local Travel and Table 2-24b. Miscellaneous Reimbursable Expenses for TDY.
2. This revision was approved at the August 19, 2025 MAP and CAP meetings.

MAP	Vote	CAP	Vote
USA	Concur	USA	Concur
USN	Concur	USN	Concur
USAF	Concur	USAF	Concur
USMC	Concur	USMC	Concur
USSF	Concur	DCPAS	Concur
USCG	Concur		
USPHS	Concur		
NOAA	Concur – No Response		

3. These changes are scheduled to appear in the JTR, dated September 1, 2025.
4. This revision is effective when publication 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:
Civilian Board of Contract Appeals

Defense Travel Management Office
General Services Administration
U.S. Coast Guard Pay and Personnel Center

Joint Travel Regulations Revisions

0204 MISCELLANEOUS REIMBURSABLE EXPENSES

This section is composed of three tables: Table 2-24, Table 2-24a, and Table 2-24b. For expenses that are not associate with another section of the JTR, see Table 2-24. For expenses that may be claimed for local travel, see Table 2-24a. For expenses that may be claimed for TDY travel, see Table 2-24b. Review the relevant policy reference paragraph or section for further information on travel and transportation allowances. If an expense is not listed in this table, then it is likely not reimbursable as a travel expense. **Certain expenses may apply to permanent change of station.**

Table 2-24. Miscellaneous Reimbursable Expenses Not Listed Elsewhere

1	*****
2	*****
3	*****

Table 2-24a. Miscellaneous Reimbursable Expenses for Local Travel

Conference Registration Fee

	Expense	Policy Reference
1	Conference in the Local Area Not Held at the PDS	030201. Conference Attendance and Participation

Government Automobile

	Expense	Policy Reference
2	Gov Auto - Ferry Fares, Storage Fees, Guard Fees, and Repairs	020208. Reimbursement for Government Transportation
3	Gov Auto - Fuel, Oil, or Charging	020208. Reimbursement for Government Transportation
4	Gov Auto - Parking Fees	020208. Reimbursement for Government Transportation
5	Gov Auto - Insurance Traveling in Foreign Locations	020208. Reimbursement for Government Transportation

Government Travel Charge Card

	Expense	Policy Reference
6	Late Fee Due to No Personal Fault of Traveler	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 1
7	Cross Border Processing Fee	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 2
8	Credit Card Surcharge Fee up to 4%	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 3

International Travel Expenses

	Expense	Policy Reference
9	Foreign Currency Conversion Fee	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 5

Mileage Expenses

	Expense	Policy Reference
10	Other Mileage Rate POV - GOV Available and Authorized	020210. Privately Owned Vehicles (POV), Table 2-9, Rule 3
11	Other Mileage Rate POV - Medical	<ul style="list-style-type: none"> • 033007. Medical Specialty Care Travel • 033101. Dependent Medical Care Travel OCONUS

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Expense		Policy Reference
12	Private Auto - Local Area	020603. Travel within the PDS Local Area
13	Private Motorcycle - Local Area	020603. Travel within the PDS Local Area

Occasional Meals and Lodging

Expense		Policy Reference
14	Occasional Meals - Not Provided In-Kind	020305. Occasional Meals or Occasional Lodging
15	Occasional Lodging - Not Provided In-Kind	020305. Occasional Meals or Occasional Lodging

Recruiting Expenses

Expense		Policy Reference
16	Recruiter - Meals Purchased at non-Government Events	020605. Recruiting Expense Reimbursement
17	Recruiter - Parking	<ul style="list-style-type: none"> • 020605. Recruiting Expense Reimbursement • 020606. Recruiting-Related Parking Expenses
18	Recruiter - Photographic Copies of Vital Documents	020605. Recruiting Expense Reimbursement
19	Recruiter - Official Telephone Calls	020605. Recruiting Expense Reimbursement
20	Recruiter - Other Small Required Expenses	020605. Recruiting Expense Reimbursement
21	Recruiter - Snack	020605. Recruiting Expense Reimbursement

Rental Car Expenses

Expense		Policy Reference
22	Rental Car - Local Area	020603. Travel within the PDS Local Area
23	Rental Car - Ferry Fees	020603. Travel within the PDS Local Area
24	Rental Car - Fuel or Charging	020603. Travel within the PDS Local Area
25	Rental Car - Parking	020603. Travel within the PDS Local Area
26	Rental Car - TMC Fee	020603. Travel within the PDS Local Area

Transportation Expenses

Expense		Policy Reference
27	Bridge, Road, or Tunnel Tolls (Not High Occupancy Tolls or Express Lanes)	020603. Travel within the PDS Local Area
28	Ferry Fees	020603. Travel within the PDS Local Area
29	Local Public Transit When Tokens, TKT, Fares are not Given	020603. Travel within the PDS Local Area
30	Parking - Local Area	020603. Travel within the PDS Local Area
31	Taxi - Local Area	020603. Travel within the PDS Local Area
32	TNC Fares (Rideshare) - Local Area	020603. Travel within the PDS Local Area

Table 2-24b. Miscellaneous Reimbursable Expenses for TDY

Government Automobile

Expense		Policy Reference
1	Gov Auto - Ferry Fares, Storage Fees, Guard Fees, and Repairs	020208. Reimbursement for Government Transportation
2	Gov Auto - Fuel, Oil, or Charging	020208. Reimbursement for Government Transportation

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Expense		Policy Reference
3	Gov Auto - Parking Fees	020208. Reimbursement for Government Transportation
4	Gov Auto - Insurance Traveling in Foreign Locations	020208. Reimbursement for Government Transportation

Government Travel Charge Card

Expense		Policy Reference
5	Late Fee Due to No Personal Fault of Traveler	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 1
6	Cross Border Processing Fee	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 2
7	Credit Card Surcharge Fee up to 4%	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 3
8	ATM Fees OCONUS Only Approved in Advance by O-6 Level	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 11

International Travel Expenses

Expense		Policy Reference
9	International Entry or Exit Fees	020207. Reimbursement for Commercial Transportation
10	International Drivers Permit Fees	<ul style="list-style-type: none"> • 020208. Reimbursement for Government Transportation • 020209. Rental Vehicle, Table 2-8, Rule 5
11	Foreign Currency Conversion Fee	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 5
12	Passport, Visa Fees, or Birth Certificate	<ul style="list-style-type: none"> • 0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 7 • 0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 10
13	International Guide Services or Driver	<ul style="list-style-type: none"> • 0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 8 • 0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 17
14	Interpreter Services	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 9

Lodging Expenses

Expense		Policy Reference
15	Lodging Tax (CONUS or Non-Foreign OCONUS) - Do Not Use Foreign Locations	020303. Lodging, Table 2-15, Rule 12
16	Internet at Lodging Facility (Official Business)	020303. Lodging, Table 2-16, Rule 1
17	Lodging Resort Fees	020303. Lodging, Table 2-16, Rule 2
18	Lodging Safe Fee (When a Mandatory Charge)	020303. Lodging, Table 2-16, Rule 2
19	Lodging Service Fee	020303. Lodging, Table 2-16, Rule 2

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Expense		Policy Reference
20	Lodging - Tourism Tax	020303. Lodging, Table 2-16, Rule 2
21	Lodging Cancellation Fee	020303. Lodging, Table 2-16, Rule 3
22	Lodging Late Check-Out Fee	020303. Lodging, Table 2-16, Rule 3
23	Lodging No Show Fee (Requires Justification)	020303. Lodging, Table 2-16, Rule 3
24	Dual Lodging (Retained While at Alternate Location)	<ul style="list-style-type: none"> • 020303. Lodging, Table 2-16, Rule 4, 5, and 7 • 020303. Lodging, Table 2-16, Rule 8
25	Lodging Airport Daytime	020303. Lodging, Table 2-16, Rule 6
26	Lodging Early Check-In Fee	020303. Lodging, Table 2-16, Rule 9
27	Lodging Retained on Leave (Long Term TDY Only)	020312. Return to Permanent Duty Station (PDS) During Long-Term TDY
28	Lodging IDL	020314. Impact of the International Date Line (IDL) on Per Diem, Table 2-23, Rule 1

Mileage Expenses

Expense		Policy Reference
29	Private Auto - To or From Terminal	<ul style="list-style-type: none"> • 020207. Reimbursement for Commercial Transportation • 020213. Ground Transportation, Table 2-13, Rule 2 • 020213. Ground Transportation, Table 2-13, Rule 4
30	Private Motorcycle - To or From Terminal	<ul style="list-style-type: none"> • 020207. Reimbursement for Commercial Transportation • 020213. Ground Transportation, Table 2-13, Rule 2 • 020213. Ground Transportation, Table 2-13, Rule 4
31	Private Auto - At TDY Area	020210. Privately Owned Vehicles (POV), Table 2-10, Rule 3
32	Private Motorcycle - At TDY Area	020210. Privately Owned Vehicles (POV), Table 2-10, Rule 3
33	Private Auto - To or From TDY	020210. Privately Owned Vehicles (POV), Table 2-10, Rule 3
34	Private Motorcycle - To or From TDY	020210. Privately Owned Vehicles (POV), Table 2-10, Rule 3
35	Private Plane	020210. Privately Owned Vehicles (POV)
36	Other Mileage Rate POV - IDT Outside Local Commuting Distance	032304. IDT outside the Normal Commuting Distance
37	Other Mileage Rate POV - GOV Available and Authorized	020210. Privately Owned Vehicles (POV), Table 2-9, Rule 3
38	Other Mileage Rate POV - Medical	<ul style="list-style-type: none"> • 033007. Medical Specialty Care Travel • 033101. Dependent Medical Care Travel OCONUS

Miscellaneous Expenses Medical or Special Needs

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Expense		Policy Reference
39	Extra Leg Room	020206. Airplane, Train, Ship, and Bus Transportation
40	Baggage Check-In Fee Curbside	020207. Reimbursement for Commercial Transportation
41	Baggage Handling Tips for Traveler with a Disability	020207. Reimbursement for Commercial Transportation
42	Renting or Transporting Specialized Equipment (e.g., wheelchair)	020207. Reimbursement for Commercial Transportation
43	Specialized Services Provided by a Commercial Carrier	020207. Reimbursement for Commercial Transportation
44	Breast Milk Shipment While on TDY	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 18

Other Expenses

Expense		Policy Reference
45	Accompanied Baggage	020207. Reimbursement for Commercial Transportation
46	Baggage - 1st Checked Bag	020207. Reimbursement for Commercial Transportation
47	Baggage - Excess	020207. Reimbursement for Commercial Transportation
48	Extra Cost of a Paper Ticket Add-on Fee	020207. Reimbursement for Commercial Transportation
49	Internet - In Flight (Official Business)	020207. Reimbursement for Commercial Transportation
50	Storage of Baggage or Property Used on Official Business	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 4
51	Immunizations, Inoculations, and Mandatory Disease Testing	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 6
52	Military Working Dog - Airfare	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 12
53	Military Working Dog - Kennel Handle Fee	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 12
54	Military Working Dog - Lodging Fee	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 12
55	Military Working Dog - Cleaning Fees for Rental Car	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 12
56	Baggage Transfer Fee (Must Include Justification)	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 13
57	POV Tax and License Fees if Required by the State (Civilian Employee Only)	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 14
58	VAT Form (Exemption Certificate)	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 15
59	Energy Surcharge Fees	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 16

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Expense		Policy Reference
60	Driver (Vehicle Services) When Authorized or Approved by the AO	0204. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 17
61	TDY Household Goods (Military Only)	020501. Shipment of HHG by a Service Member
62	Baggage - Unaccompanied (Civilian Employee Only)	020505. Shipment of HHG by a Civilian Employee on TDY
63	Conference Registration (Not for Training)	030201. Conference Attendance and Participation

POV Boat, Helicopter, and Airplane

Expense		Policy Reference
64	Aero Club - Rental and Fees	020210. Privately Owned Vehicles (POV)
65	Aircraft or Helicopter - Parking	020210. Privately Owned Vehicles (POV)
66	Aircraft or Helicopter - Landing and Tie Down Fees	020210. Privately Owned Vehicles (POV)
67	Boat - Docking Fees	020210. Privately Owned Vehicles (POV)
68	Boat or Helicopter - Fuel	020210. Privately Owned Vehicles (POV)
69	Boat or Helicopter - Oil	020210. Privately Owned Vehicles (POV)

Rental Car Expenses

Expense		Policy Reference
70	Rental Car -Fuel or Charging	020209. Rental Vehicle, Table 2-8, Rule 15
71	Rental Car - Terminal	020209. Rental Vehicle, Table 2-13, Rule 6
72	Rental Car -To or From TDY	020209. Rental Vehicle, Table 2-13, Rule 6
73	Rental Car - At TDY area	020209. Rental Vehicle, Table 2-13, Rule 6

Ticketed Expenses

Expense		Policy Reference
74	Airfare Cancellation Fee	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
75	Airline Ticket (CBA)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
76	Airline Ticket (IBA)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
77	Airline Ticket (Self-Procure)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
78	Bus Ticket (CBA)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation

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Expense		Policy Reference
79	Bus Ticket (IBA)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
80	Bus Ticket (Self-Procure)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
81	TMC Fee (CBA)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
82	TMC Fee (IBA)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
83	Train Ticket (CBA)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
84	Train Ticket (IBA)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation
85	Train Ticket (Self-Procure)	<ul style="list-style-type: none"> • 020206. Airplane, Train, Ship, and Bus Transportation • 020207. Reimbursement for Commercial Transportation

Transportation Expenses

Expense		Policy Reference
86	Bridge, Road, or Tunnel Tolls (Not High Occupancy Toll or Express Lanes)	020210. Privately Owned Vehicles (POV)
87	Ferry Fees	020210. Privately Owned Vehicles (POV)
88	Parking - At the Terminal	020213. Ground Transportation, Table 2-13, Rule 5
89	Parking - TDY Area	020210. Privately Owned Vehicles (POV)
90	Public Transit - TDY Area Includes All Forms of Public Transit	020213. Ground Transportation
91	Public Transit - To or From Terminal All Forms of Public Transit	020213. Ground Transportation
92	Taxi - TDY Area	020213. Ground Transportation
93	Taxi - To or From Terminal	020213. Ground Transportation
94	TNC Fares (Rideshare) - TDY Area	020213. Ground Transportation
95	TNC Fares (Rideshare) - To or From Terminal	020213. Ground Transportation

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