



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

February 19, 2025

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 14-24(I), "Clarify Constructed Travel for POV Use"

1. Purpose: This item clarifies that when a traveler uses a privately owned vehicle (POV) instead of the authorized or directed mode of transportation, they are reimbursed the POV mileage rate and related travel expenses, not to exceed the total constructed cost of the authorized transportation mode. This aligns the Joint Travel Regulations (JTR) with the language contained in the Federal Travel Regulation § 301-10.309.

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

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 mileage **and related expenses** are 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.

**Table 2-11. Cost Comparison Rules for Using a POV**

### POV v. Rental Car

If...		Then...
1	air, train, bus, or Government-provided transportation is not provided or available,	reimbursement is limited to the cost of the lowest rental service and other related costs associated with the rental.
2	the AO determines that a rental car is more economical, but the traveler uses a POV,	reimbursement is limited to the cost of the lowest rental service and other related costs associated with the rental.

### POV v. Bus

If...		Then...
3	neither air nor rail transportation is provided,	reimbursement is limited to what bus transportation would have cost and other related costs associated with the authorized transportation option.

### POV v. Commercial Airplane

If...		Then...
4	a traveler is authorized to use a commercial airplane and uses a POV instead,	the traveler is allowed the TDY mileage for the official distance <b>and related travel expenses</b> , limited to the policy-constructed cost for air transportation and other related costs associated with the authorized transportation option. When the distance is 400 miles one way or 800 miles or less round trip, a traveler is allowed the applicable TDY mileage rate for the ordered distance.*
5	the policy-constructed airfare includes an airfare available through the GSA City Pair Program**,	a -CA GSA City Pair Program** airfare is not used when creating a policy-constructed airfare for comparison purposes and other related costs associated with the authorized transportation option.
6	the policy-constructed airfare turns out to be, or to include, a GSA City Pair Program** airfare and both a YCA and a -CA airfare are available,	the YCA airfare is used for cost comparison and other related costs associated with the authorized transportation option.

## Joint Travel Regulations Revisions

7	an individual traveling at Government expense rides in the same POV as the traveler claiming mileage,	the constructed transportation cost reimbursed to the traveler claiming the mileage and related travel expenses includes the policy-constructed transportation cost of the passenger.
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### Vehicle v. Train

	If...	Then...
8	air accommodations are not provided between origin and destination points and the AO has directed rail,	reimbursement is limited to the constructed cost of coach train accommodations for the travel performed.
9	an administrative determination is made that rail transportation is more economical than the commercial airfare provided between the city and airport,	the constructed cost comparison also may be made with rail transportation, including related per diem and other related costs associated with the authorized transportation option.
10	extra fare service, such as Acela, has been authorized as being to the Government's advantage,	the constructed cost comparison may be limited to a maximum of the cost of extra fare service and other related costs associated with the authorized transportation option.

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5	the policy-constructed airfare includes an airfare available through the GSA City Pair Program**,	a -CA GSA City Pair Program** airfare is not used when creating a policy-constructed airfare for comparison purposes and other related costs associated with the authorized transportation option.
6	the policy-constructed airfare turns out to be, or to include, a GSA City Pair Program** airfare and both a YCA and a -CA airfare are available,	the YCA airfare is used for cost comparison and other related costs associated with the authorized transportation option.

## Joint Travel Regulations Revisions

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