



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

January 8, 2025

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 54-24(R), "Expansion of Reimbursable Expenses for Breast Milk Shipments Related to Special Needs"

1. Purpose: To authorize reimbursement of disposable storage bags or non-durable containers, cold shipping packages, and refrigeration as part of the special accommodation for the shipment of breast milk expressed by a Service member or civilian employee traveling under TDY orders or a Service member traveling under PCS orders. This aligns the Joint Travel Regulations with the authority outlined in the Federal Travel Regulation (FTR), Part 301-13, as determined by FTR Bulletin 22-03 and reenforced by Christina C, CBCA-7750-RELO.
2. This revision was approved at the by the Chair, Per Diem, Travel, and Transportation, Allowance Committee.
3. These changes are scheduled to appear in the Joint Travel Regulations, dated February 1, 2025.
4. This revision is effective on January 8, 2025, when it was approved by the Chair.

MOORE.SARAH. Digitally signed by  
MOORE.SARAH.W.1233342102  
W.1233342102 Date: 2025.01.08 17:44:24 -05'00'

Sarah W. Moore  
Deputy Director, Defense Travel Management  
Office

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 2-24. Miscellaneous Expenses not Listed Elsewhere**

1	Late payment fee on the Government Travel Charge Card (GTCC*), incurred through no personal fault of the traveler, due to a mission-critical status (for example, when the traveler is unable to file a voucher due to circumstances specific to travel or when the AO does not approve the travel within 30 days, in accordance with <a href="#">DoDI 5154.31, Vol. 4</a> (GTCC).
2	An international transaction fee of up to 1% for qualifying transactions charged by the GTCC* provider, as listed on the billing statement, or a personal charge card if the traveler is exempt from using the GTCC*.
3	A merchant surcharge of up to 4% on the GTCC*, or a personal charge card if the traveler is exempt from using the GTCC*.
4	Storage of baggage or property used on official business (when authorized or approved by the AO). The necessity must be explained in writing.
5	Foreign currency conversion fees, including cash conversions if necessary (based on the currency exchange rate at which an authorized expense was charged). Fees charged by hotels and restaurants when the GTCC* is charged using U.S. dollars instead of the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipts as part of the overall cost for the OCONUS expenses. Losses from currency conversion are not reimbursed.
6	Charges for immunizations, inoculations, and other disease-preventative medical prophylaxes, including disease testing, that are required for official travel. If available through a federal dispensary, medical treatment facility, or the traveler's insurance covers the costs, then no reimbursement is authorized. If a civilian employee is on temporary duty travel, then these charges may be reimbursed as a miscellaneous expense. If a civilian employee is on permanent change of station travel, then the miscellaneous expense allowance (MEA) is used to reimburse such costs (see <a href="#">Table 5-81</a> ). If the traveler is required by law to obtain a test before re-entering the U.S. from a foreign location, and a test cannot be obtained through a Federal dispensary, then the cost of the doctor's visit to obtain the test may be reimbursable.
7	The cost of a birth certificate or other acceptable evidence of birth, when required for official travel to foreign locations.
8	Guide services (when authorized or approved by the AO).
9	Interpreter services (when authorized or approved by the AO).
10	For costs related to a change in status or obtaining a visa, passport, or green card, when required for official travel, reimbursement is authorized for: required photographs; mandatory biometric fees; dependent fees (for example, United Kingdom Clearance fee); legal fees, if required by local laws and customs for obtaining and processing applications; inoculations and other disease-preventive measures (see item 6); and required physical examinations when not available at a Government medical facility (effective May 1, 2017). Lawyer retainer fees are not reimbursable. Official travel is normally on a no-fee passport. The AO may authorize use of a tourist passport when travel is to a high-threat or high-risk airport by commercial air. See the <a href="#">DoD Foreign Clearance Guide</a> for requirements and warnings before traveling to foreign countries.
11	Automatic teller machine fees in locations OCONUS only when the AO authorizes the expense in advance and after it was approved through the Secretarial Process by no lower than an O-6 or equivalent. The traveler must document that the GTCC* cannot be used for security or local infrastructure reasons when traveling OCONUS. The reimbursement is limited to the fees that the traveler could incur, based on the amount of cash advance that was authorized in the travel authorization.

## Joint Travel Regulations Revisions

12	<p>The AO may authorize or approve reimbursement for the following costs related to military working dogs:</p> <ol style="list-style-type: none"> <li>a. Transportation cost of a military working dog, with the handler in the cabin, or as cargo; whether included in the handler's fare or when billed separately.</li> <li>b. Kennel-handling fees at the air terminal for military working dogs.</li> <li>c. Lodging fees and kennel handling fees at an airport or place of lodging for a military working dog.</li> <li>d. Cleaning fees for a rental vehicle when transporting a military working dog.</li> </ol>
13	A baggage transfer fee may be authorized or approved limited to the customary local rate for inter model transfers between authorized transportation modes. The necessity for the transfer must be explained in writing.
14	A civilian employee may be authorized POV tax and license fees if required by the state. The POV use must be to the Government's advantage. The civilian employee's PDS must not be the state where he or she is on TDY.
15	The cost of a value added tax (VAT) exemption certificate used to exempt official travelers from paying VAT or excise taxes in foreign countries.
16	Energy surcharge fees.
17	Driver (vehicle services) when authorized or approved by the AO.
18	Expenses associated with the transport of human breast milk expressed by a Service member or civilian employee while on TDY travel in accordance with the FTR, <a href="#">Part 301-13, 41 C.F.R. 301-13.2</a> . Human breast milk shipment may be authorized as a travel accommodation for a special need. Human breast milk shipment may only be authorized for TDY longer than three calendar days and up to 12 months from the date the Service member or civilian employee gave birth, which is consistent with Federal law. Authorized expenses may be reimbursed up to a maximum of \$1,000 per TDY trip only when authorized in advance of travel on the travel authorization and accompanied by all valid receipts (\$75.00 minimum not applicable). Expenses may include the following: commercial shipping fees, disposable storage bags or non-durable containers, cold shipping packages, refrigeration, excess baggage fees, and dry ice or regular ice. Expenses for this purpose may not include the cost of a rental vehicle. Travelers are ultimately responsible for arranging the transport of their breast milk and for handling all related logistics. See Service or Agency regulations for more information about the applicable lactation policy.
19	The cost of quarantine lodging and meals when a foreign host nation requires a Service member, civilian employee, or their dependents, traveling on PCS orders, to quarantine in a specified foreign hotel or similar facility, mandated by the country, before proceeding to their PDS. This expense is reimbursable regardless of whether the hotel or similar facility is geographically located within the PDS local area. This expense is not reimbursable for quarantine on a U.S. installation whether in a U.S. Government or commercial lodging facility.
20	Expenses associated with the transport or shipment of human breast milk expressed by the Service member while on PCS travel during the travel period. Human breast milk transport and shipment may be authorized as a travel accommodation for a special need. This can only be authorized for PCS travel occurring up to 12 months from the date the Service member gave birth, which is consistent with Federal law. Authorized expenses may be reimbursed up to a maximum of \$1,000 per PCS when authorized in advance of travel on the PCS order and accompanied by all valid receipts (\$75 minimum not applicable). Expenses may include the following: commercial shipping fees, disposable storage bags or non-durable containers, cold shipping packages, refrigeration, excess baggage fees, and dry ice or regular ice. Service members are ultimately responsible for arranging the transport or shipment of their breast milk and for handling all related logistics. Expenses may not include the cost of a rental vehicle.