



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

April 29, 2026

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD FOR MAP/CAP 30-26(I), "Add Expense for Military Guards in Table 2-24a and Table 2-24b"

1. Purpose: This item adds "Military Guards – Meals Purchased Behalf Prisoner" in the Joint Travel Regulations Table 2-24a and Table 2-24b to align the miscellaneous reimbursable expense selection to the Defense Travel System.
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 Joint Travel Regulations.
5. Action Officer: Ashley Aguilar (ashley.aguilar5.civ@mail.mil).

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

<b>Conference Registration Fee</b>		
	<b>Expense</b>	<b>Policy Reference</b>
1	Conference in the Local Area Not Held at the PDS	<a href="#">030201</a> . Conference Attendance and Participation
<b>Government Automobile</b>		
	<b>Expense</b>	<b>Policy Reference</b>
2	Gov Auto - Ferry Fares, Storage Fees, Guard Fees, and Repairs	<a href="#">020208</a> . Reimbursement for Government Transportation
3	Gov Auto - Fuel, Oil, or Charging	<a href="#">020208</a> . Reimbursement for Government Transportation
4	Gov Auto - Parking Fees	<a href="#">020208</a> . Reimbursement for Government Transportation
5	Gov Auto - Insurance Traveling in Foreign Locations	<a href="#">020208</a> . Reimbursement for Government Transportation
<b>Government Travel Charge Card</b>		
	<b>Expense</b>	<b>Policy Reference</b>
6	Late Fee Due to No Personal Fault of Traveler	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 1
7	Cross Border Processing Fee	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 2
8	Credit Card Surcharge Fee up to 4%	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 3
<b>International Travel Expenses</b>		
	<b>Expense</b>	<b>Policy Reference</b>
9	Foreign Currency Conversion Fee	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 5
<b>Mileage Expenses</b>		
	<b>Expense</b>	<b>Policy Reference</b>
10	Other Mileage Rate POV - GOV Available and Authorized	<a href="#">020210</a> . Privately Owned Vehicles (POV), Table 2-9, Rule 3
11	Other Mileage Rate POV - Medical	<ul style="list-style-type: none"> <li>• <a href="#">033007</a>. Medical Specialty Care Travel</li> <li>• <a href="#">033101</a>. Dependent Medical Care Travel OCONUS</li> </ul>
12	Private Auto - Local Area	<a href="#">020603</a> . Travel within the PDS Local Area
13	Private Motorcycle - Local Area	<a href="#">020603</a> . Travel within the PDS Local Area
<b>Occasional Meals and Lodging</b>		
	<b>Expense</b>	<b>Policy Reference</b>
14	Occasional Meals - Not Provided In-Kind	<a href="#">020305</a> . Occasional Meals or Occasional Lodging
15	Occasional Lodging - Not Provided In-Kind	<a href="#">020305</a> . Occasional Meals or Occasional Lodging
16	Military Guards – Meals Purchased Behalf Prisoner	<a href="#">030708</a> . Guards Transporting a Prisoner
<b>Recruiting Expenses</b>		
	<b>Expense</b>	<b>Policy Reference</b>
17	Recruiter - Meals Purchased at non-Government Events	<a href="#">020605</a> . Recruiting Expense Reimbursement

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Expense		Policy Reference
18	Recruiter - Parking	<ul style="list-style-type: none"> <li>• <a href="#">020605</a>. Recruiting Expense Reimbursement</li> <li>• <a href="#">020606</a>. Recruiting-Related Parking Expenses</li> </ul>
19	Recruiter - Photographic Copies of Vital Documents	<a href="#">020605</a> . Recruiting Expense Reimbursement
20	Recruiter - Official Telephone Calls	<a href="#">020605</a> . Recruiting Expense Reimbursement
21	Recruiter - Other Small Required Expenses	<a href="#">020605</a> . Recruiting Expense Reimbursement
22	Recruiter - Snack	<a href="#">020605</a> . Recruiting Expense Reimbursement

### Rental Car Expenses

Expense		Policy Reference
23	Rental Car - Local Area	<a href="#">020603</a> . Travel within the PDS Local Area
24	Rental Car - Ferry Fees	<a href="#">020603</a> . Travel within the PDS Local Area
25	Rental Car - Fuel or Charging	<a href="#">020603</a> . Travel within the PDS Local Area
26	Rental Car - Parking	<a href="#">020603</a> . Travel within the PDS Local Area
27	Rental Car - TMC Fee	<a href="#">020603</a> . Travel within the PDS Local Area

### Transportation Expenses

Expense		Policy Reference
28	Bridge, Road, or Tunnel Tolls (Not High Occupancy Tolls or Express Lanes)	<a href="#">020603</a> . Travel within the PDS Local Area
29	Ferry Fees	<a href="#">020603</a> . Travel within the PDS Local Area
30	Local Public Transit When Tokens, TKT, Fares are not Given	<a href="#">020603</a> . Travel within the PDS Local Area
31	Parking - Local Area	<a href="#">020603</a> . Travel within the PDS Local Area
32	Taxi - Local Area	<a href="#">020603</a> . Travel within the PDS Local Area
	TNC Fares (Rideshare) - Local Area	<a href="#">020603</a> . 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	<a href="#">020208</a> . Reimbursement for Government Transportation
2	Gov Auto - Fuel, Oil, or Charging	<a href="#">020208</a> . Reimbursement for Government Transportation
3	Gov Auto - Parking Fees	<a href="#">020208</a> . Reimbursement for Government Transportation
4	Gov Auto - Insurance Traveling in Foreign Locations	<a href="#">020208</a> . Reimbursement for Government Transportation

### Government Travel Charge Card

Expense		Policy Reference
5	Late Fee Due to No Personal Fault of Traveler	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 1
6	Cross Border Processing Fee	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 2
7	Credit Card Surcharge Fee up to 4%	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 3

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Expense		Policy Reference
8	ATM Fees OCONUS Only Approved in Advance by O-6 Level	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 11

### International Travel Expenses

Expense		Policy Reference
9	International Entry or Exit Fees	<a href="#">020207</a> . Reimbursement for Commercial Transportation
10	International Drivers Permit Fees	<ul style="list-style-type: none"> <li>• <a href="#">020208</a>. Reimbursement for Government Transportation</li> <li>• <a href="#">020209</a>. Rental Vehicle, Table 2-8, Rule 5</li> </ul>
11	Foreign Currency Conversion Fee	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 5
12	Passport, Visa Fees, or Birth Certificate	<ul style="list-style-type: none"> <li>• <a href="#">0204</a>. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 7</li> <li>• <a href="#">0204</a>. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 10</li> </ul>
13	International Guide Services or Driver	<ul style="list-style-type: none"> <li>• <a href="#">0204</a>. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 8</li> <li>• <a href="#">0204</a>. Miscellaneous Reimbursable Expenses, Table 2-24, Rule 17</li> </ul>
14	Interpreter Services	<a href="#">0204</a> . 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	<a href="#">020303</a> . Lodging, Table 2-15, Rule 12
16	Internet at Lodging Facility (Official Business)	<a href="#">020303</a> . Lodging, Table 2-16, Rule 1
17	Lodging Resort Fees	<a href="#">020303</a> . Lodging, Table 2-16, Rule 2
18	Lodging Safe Fee (When a Mandatory Charge)	<a href="#">020303</a> . Lodging, Table 2-16, Rule 2
19	Lodging Service Fee	<a href="#">020303</a> . Lodging, Table 2-16, Rule 2
20	Lodging - Tourism Tax	<a href="#">020303</a> . Lodging, Table 2-16, Rule 2
21	Lodging Cancellation Fee	<a href="#">020303</a> . Lodging, Table 2-16, Rule 3
22	Lodging Late Check-Out Fee	<a href="#">020303</a> . Lodging, Table 2-16, Rule 3
23	Lodging No Show Fee (Requires Justification)	<a href="#">020303</a> . Lodging, Table 2-16, Rule 3
24	Dual Lodging (Retained While at Alternate Location)	<ul style="list-style-type: none"> <li>• <a href="#">020303</a>. Lodging, Table 2-16, Rule 4, 5, and 7</li> <li>• <a href="#">020303</a>. Lodging, Table 2-16, Rule 8</li> </ul>
25	Lodging Airport Daytime	<a href="#">020303</a> . Lodging, Table 2-16, Rule 6
26	Lodging Early Check-In Fee	<a href="#">020303</a> . Lodging, Table 2-16, Rule 9
27	Lodging Retained on Leave (Long Term TDY Only)	<a href="#">020312</a> . Return to Permanent Duty Station (PDS) During Long-Term TDY
28	Lodging IDL	<a href="#">020314</a> . Impact of the International Date Line (IDL) on Per Diem, Table 2-23, Rule 1

### Mileage Expenses

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

### Miscellaneous Expenses Medical or Special Needs

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

### Other Expenses

Expense		Policy Reference
45	Accompanied Baggage	<a href="#">020207</a> . Reimbursement for Commercial Transportation

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Expense		Policy Reference
46	Baggage - 1st Checked Bag	<a href="#">020207</a> . Reimbursement for Commercial Transportation
47	Baggage - Excess	<a href="#">020207</a> . Reimbursement for Commercial Transportation
48	Extra Cost of a Paper Ticket Add-on Fee	<a href="#">020207</a> . Reimbursement for Commercial Transportation
49	Internet - In Flight (Official Business)	<a href="#">020207</a> . Reimbursement for Commercial Transportation
50	Storage of Baggage or Property Used on Official Business	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 4
51	Immunizations, Inoculations, and Mandatory Disease Testing	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 6
52	Military Working Dog - Airfare	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 12
53	Military Working Dog - Kennel Handle Fee	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 12
54	Military Working Dog - Lodging Fee	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 12
55	Military Working Dog - Cleaning Fees for Rental Car	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 12
56	Baggage Transfer Fee (Must Include Justification)	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 13
57	POV Tax and License Fees if Required by the State (Civilian Employee Only)	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 14
58	VAT Form (Exemption Certificate)	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 15
59	Energy Surcharge Fees	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 16
60	Driver (Vehicle Services) When Authorized or Approved by the AO	<a href="#">0204</a> . Miscellaneous Reimbursable Expenses, Table 2-24, Rule 17
61	TDY Household Goods (Military Only)	<a href="#">020501</a> . Shipment of HHG by a Service Member
62	Baggage - Unaccompanied (Civilian Employee Only)	<a href="#">020505</a> . Shipment of HHG by a Civilian Employee on TDY
63	Conference Registration (Not for Training)	<a href="#">030201</a> . Conference Attendance and Participation
64	Military Guards – Meals Purchased Behalf Prisoner	<a href="#">030708</a> . Guards Transporting a Prisoner

### POV Boat, Helicopter, and Airplane

Expense		Policy Reference
65	Aero Club - Rental and Fees	<a href="#">020210</a> . Privately Owned Vehicles (POV)
66	Aircraft or Helicopter - Parking	<a href="#">020210</a> . Privately Owned Vehicles (POV)
67	Aircraft or Helicopter - Landing and Tie Down Fees	<a href="#">020210</a> . Privately Owned Vehicles (POV)
68	Boat - Docking Fees	<a href="#">020210</a> . Privately Owned Vehicles (POV)
69	Boat or Helicopter - Fuel	<a href="#">020210</a> . Privately Owned Vehicles (POV)
70	Boat or Helicopter - Oil	<a href="#">020210</a> . Privately Owned Vehicles (POV)

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## Rental Car Expenses

	Expense	Policy Reference
71	Rental Car -Fuel or Charging	<a href="#">020209</a> . Rental Vehicle, Table 2-8, Rule 15
72	Rental Car - Terminal	<a href="#">020209</a> . Rental Vehicle, Table 2-13, Rule 6
73	Rental Car -To or From TDY	<a href="#">020209</a> . Rental Vehicle, Table 2-13, Rule 6
74	Rental Car - At TDY area	<a href="#">020209</a> . Rental Vehicle, Table 2-13, Rule 6

## Ticketed Expenses

	Expense	Policy Reference
75	Airfare Cancellation Fee	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
76	Airline Ticket (CBA)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
77	Airline Ticket (IBA)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
78	Airline Ticket (Self-Procure)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
79	Bus Ticket (CBA)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
80	Bus Ticket (IBA)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
81	Bus Ticket (Self-Procure)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
82	TMC Fee (CBA)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
83	TMC Fee (IBA)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>

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Expense		Policy Reference
84	Train Ticket (CBA)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
85	Train Ticket (IBA)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>
86	Train Ticket (Self-Procure)	<ul style="list-style-type: none"> <li>• <a href="#">020206</a>. Airplane, Train, Ship, and Bus Transportation</li> <li>• <a href="#">020207</a>. Reimbursement for Commercial Transportation</li> </ul>

### Transportation Expenses

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