



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

May 14, 2026

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD FOR MAP/CAP 34-26(I), "Clarify Secretarial Process Designation of Special Operation Missions"

1. Purpose: This item clarifies the Secretarial Process for special operations travel or missions funded under the Major Force Program – 11, the approval authority is the Assistant Secretary of War for Special Operations/Low Intensity Conflict (ASW(SO/LIC)), or subordinate level specified by ASW(SO/LIC), or their designated representative.
2. This revision is forwarded for information purposes. No coordination is required.
3. Staff initiated this revision.
4. This revision is effective May 14, 2025.
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 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging**

	If...	Then...
1	the Internet (Wi-Fi) is required at the lodging location for official purposes,	the AO may authorize or approve Internet connection charges.
2	certain fees are not optional, such as tourism, safe, service, or resort fees,	the AO may authorize or approve reimbursement for conventional lodging (i.e., hotel and motel lodging establishments). When the cost of lodging exceeds the lodging portion of the applicable per diem rate and AEA is not authorized, reimbursement of percentage-based fees associated with lodging is limited to what the Government would have paid if the cost of lodging was equal to the lodging portion of the per diem rate.
3	the TDY is canceled, curtailed, interrupted due to official purposes, or for other reasons beyond the traveler’s control,	the AO may authorize or approve reimbursement of non-refundable deposits, prepaid rent, late and early departure fees, or cancellation fees limited to the remaining lodging and tax expenses that would have been paid. The traveler must notify the lodging facility in a timely manner of reservation changes and seek to obtain a refund prior to reimbursement approval.
4	a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler’s control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. For special operations travel or missions funded under Major Force Program – 11 (MFP-11), the approval authority is the Assistant Secretary of War for Special Operations/Low Intensity Conflict (ASW(SO/LIC)), or subordinate level specified by ASW(SO/LIC), or their designated representative, for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem. See <a href="#">dual lodging computation example</a> .

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If...	Then...	
5	<p>the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control,</p>	<p>the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler's control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. For special operations travel or missions funded under MFP-11, the approval authority is the <b>ASW(SO/ LIC), or subordinate level specified by ASW(SO/LIC), or their designated representative,</b> for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem. See <a href="#">dual lodging computation example</a>.</p>
6	<p>a traveler must retain airport daytime lodging for reasons related to travel arrangements and not for personal convenience,</p>	<p>the AO may authorize or approve reimbursement for lodging fees or daytime lodging charges.</p>
7	<p>the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,</p>	<p>the AO may approve dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before or after travel is complete, is required for reimbursement of dual lodging beyond 7 days. For special operations travel or missions funded under MFP-11, the approval authority is the <b>ASW(SO/LIC), or subordinate level specified by ASW(SO/LIC), or their designated representative,</b> for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.</p>
8	<p>dual lodging is requested and appears to meet criteria for approval,</p>	<p>the AO must verify the necessity based on reasonable and prudent actions of the traveler and must not authorize or approve it for the traveler's convenience.</p>
9	<p>lodging is required on the day of departure from the TDY site or an early check-in fee is required on the day of arrival (effective May 1, 2017),</p>	<p>the AO may authorize or approve reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.</p>
10	<p>advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,</p>	<p>the AO may authorize reimbursement, unless the deposit is forfeited because the travel is not performed for reasons unacceptable to the DoD Component or Service. In that case, the traveler is financially responsible for the advance deposit.</p>
11	<p>***</p>	<p>***</p>
12	<p>***</p>	<p>***</p>

## Joint Travel Regulations Revisions

**SECRETARIAL PROCESS** for Service members is action by the PDTATAC Principal member or a subordinate level specified by the Principal. For civilian employees, the Secretarial Process is action by the PDTATAC Principal member; the Principal member's designated representative; the Secretary of a Military Department; the Director of a DoW Component; the Director, Administration & Management for the Office of the Secretary of War, Washington Headquarters Services, Organization of the Joint Chiefs of Staff, Uniformed Services University of the Health Sciences, and U.S. Court of Military Appeals; or a designated representative for any of these positions. For special operations missions and travel funded under Major Force Program-11 (MFP-11), for both Service members and civilian employees, the Secretarial Process is defined as an action by the Assistant Secretary of War for Special Operations/Low-Intensity Conflict (ASW(SO/LIC)), or subordinate level specified by ASW(SO/LIC), or their designated representative. For both Service members and civilian employees, the Secretarial Process is in administrative or procedural issuances issued under the JTR Introduction, [Service or DoW Agency Regulation Review Process](#).