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FM DFAS INDIANAPOLIS IN

TO AIG 4579

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SUBJ/ELIMINATION OF CONFERENCE LODGING ALLOWANCE

13-04)//

RMKS/

REF A. JOINT TRAVEL REGULATIONS (JTR), CHAPTERS 1 AND 4, APPENDIX R, PART 1

REF B. JOINT FEDERAL TRAVEL REGULATIONS (JFTR), CHAPTERS 1 AND 4, APPENDIX R, PART 1

1. EFFECTIVE JANUARY 01, 2014, REFERENCES A AND B, ELIMINATE THE AUTOMATIC 25% INCREASE TO THE LOCALITY LODGING RATE FOR CONFERENCE ATTENDANCE WHILE ON TEMPORARY DUTY (TDY) TRAVEL.
2. LODGING REIMBURSEMENT IS LIMITED TO THE MAXIMUM LOCALITY LODGING RATE WHERE THE CONFERENCE IS BEING HELD REGARDLESS OF RATES ESTABLISHED DURING CONFERENCE PLANNING. IF THE LODGING RATES ESTABLISHED DURING CONFERENCE PLANNING ARE IN EXCESS OF THE LOCALITY PER DIEM RATE, THE TRAVELER SHOULD SEEK OTHER LODGING IN THE LOCAL AREA OF THE CONFERENCE USING A DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO)-CONTRACTED COMMERCIAL TRAVEL OFFICE (CTO). IF THE DTMO-CONTRACTED CTO CANNOT FIND SUITABLE LODGING WITHIN THE MAXIMUM LOCALITY PER DIEM RATE, THE TRAVELER SHOULD REQUEST ACTUAL EXPENSE ALLOWANCE (AEA) FOR LODGING FROM THEIR APPROVING OFFICIAL. AEA MAY BE AUTHORIZED UNDER JFTR, CHAPTER 4, PAR. U4320 AND JTR, CHAPTER 4, PAR. C4320 BY THE PERSON DESIGNATED BY THE SERVICE/AGENCY TO AUTHORIZE CONFERENCE ATTENDANCE.
3. AN AEA MUST BE APPROVED ON AN INDIVIDUAL BASIS AND MAY NOT BE A BLANKET AUTHORIZATION.
4. FOR CONFERENCE TDY TRAVEL COMMENCING PRIOR TO JANUARY 01, 2014, LODGING MAY BE REIMBURSED AT 125% OF THE MAXIMUM LOCALITY LODGING RATE UNTIL TDY TERMINATES. FOR TDY TRAVEL COMMENCING ON OR AFTER JANUARY 01, 2014, LODGING MUST BE REIMBURSED NOT TO EXCEED THE MAXIMUM LOCALITY LODGING RATE UNLESS AN AEA IS AUTHORIZED OR APPROVED.
5. THESE CHANGES ARE SCHEDULED TO APPEAR IN PRINT CHANGE NUMBER 579 OF THE JTR, AND PRINT CHANGE NUMBER 325 OF THE JFTR DATED JANUARY 01, 2014.
6. POC FOR THIS MESSAGE IS ENTERPRISE SOLUTIONS AND STANDARDS, TRAVEL FUNCTIONAL AREA, 317-212-3917/5090/5094.

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