Defense Travel Management Office

Joint Federal Travel Regulations (JTFR) & Joint Travel Regulation (JTR) 101 – Travel Basics

Lynn Wawrzyniak

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Agenda

- Applicable Regulations for Uniformed Personnel and DoD Civilian Employees
- Joint Travel Regulations (JTR) and Joint Travel Federal Regulations (JFTR) Basic Overview
- Resources

Caveats

- Material included in this brief is current *BUT* is subject to change
- *Do NOT* use this brief as the basis of any decision; consult the appropriate reference in the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JTFR) for the most current information
- DTMO website: http://www.defensetravel.dod.mil/perdiem

Overview

- JFTR applies to Uniformed personnel
- Service regulations supplement the JFTR, but cannot authorize expenditures that are not allowed in JFTR
- JFTR available at: http://www.defensetravel.dod.mil/perdiem/trvlregs.html

Applicable Regulations for Uniformed Personnel
Titles 10 and 37 of the US Code (statute law)
Government Accountability Office (GAO) decisions
DoD Office of Hearings and Appeals (DOHA) opinions
Services' policies in Joint Federal Travel Regulations, Volume 1

** DSSR, FTR, and JTR are not applicable to uniformed personnel for travel and transportation allowances*

Overview (continued)

- JTR applies to DoD civilians
- DoD civilian employees follow the regulations of the authority whose appropriations pay for the travel (with few exceptions)
- Service regulations supplement the JTR, but cannot authorize expenditures that are not allowed in JTR
- JTR available at: http://www.defensetravel.dod.mil/perdiem/trvlregs.html

Applicable Regulations for DoD Civilian Employees
Titles 5 of the US Code (statute law)
Decisions from Government Accountability Office (GAO)
General Services Administration (GSA) Civilian Board of Contract Appeals (CBCA – formally GSBCA)
GSA's Federal Travel Regulation
State's Standardized Regulations (DSSR) & OPM policy
DoD policies in Joint Travel Regulations, Volume 2 (JTR)

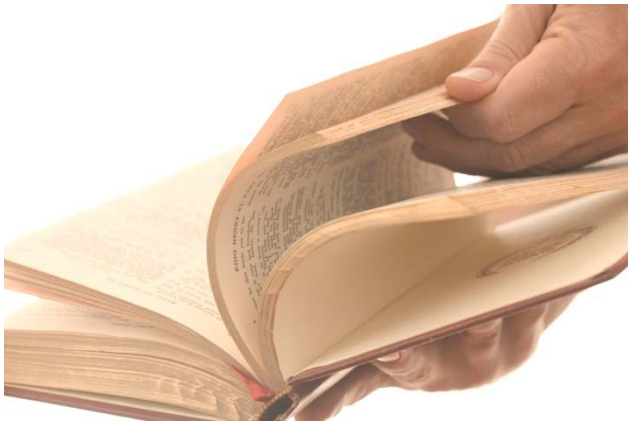
**JFTR is not applicable to DoD civilian employees*

JTR and JTFR Basics

- JTR/FTR and JFTR are *NOT* guidance; have the force and effect of law
  - No JTR or JFTR waivers
- Just because the JTR (or JFTR) does not specifically state that you cannot do something, does *NOT* mean that you can (JTR, par. C1050-A and JFTR, par. U1000)
  - Said differently: The regulations tell users what they can do; find where the regulations say you can do something
  - If you, as an AO, want to 'OK' a reimbursable expense, make sure it's on the list!
- JTR and JFTR Appendix A
  - A *must-read* if dealing with DoD civilian travelers and/or Uniformed Personnel, travel and transportation allowances

Summary

- A traveler's greatest need is *CORRECT AND TIMELY INFORMATION!*
- Travelers should be informed by knowledgeable personnel using JFTR, or JTR/FTR/DSSR, and Service implementing regulations
  - JFTR - statutory regulation for uniformed services
  - JTR - implements FTR (& DSSR, in part) for DOD civilian travelers



Summary

- Read *APPENDIX A* in JFTR and JTR
- Refer contractor questions to a Contracting Officer's Representative (COR) and Federal Acquisition Regulation (FAR)
- Use Service Military Advisory Panel (MAP) and Civilian Advisory Panel (CAP) members as resources via your chains of command
  - Phone numbers on the website

Resources

- Website: http://www.defensetravel.dod.mil/perdiem
  - Get e-mail notification of significant changes
  - Links to other sites
  - Frequently Asked Questions on ‘business travel’/TDY and ‘relocation’/PCS subjects
  - Current world-wide per diem rates (including for U.S. installations)
  - Mail subscriptions (see “Mailing List’ on PDTATAC home page)
- Service points of contact (Uniformed and DOD civilian): http://www.defensetravel.dod.mil/perdiem/phdir.html

Subscriber E-mails

Subscriber (to PDTATAC 'Mailing List'),

The following information was published for 01 January 2010:

- OCONUS/Foreign Per Diem Rates updated
- Travel Regulations JFTR & JTR updated for January 2010
- Basic Allowance for Housing (BAH) updated for CY 2010
- Dislocation Allowance (DLA) updated for CY 2010
- CONUS Cost-Of-Living Allowances updated for CY 2010
- Overseas Cost-Of-Living & Housing Allowances updated for 01 January 2010

To access the updated information, go to http://www.defensetravel.dod.mil/perdiem/perdiemrates.html