



# REEMPLOYED ANNUITANT CADRE NEWSLETTER

November 2014

## Joint Travel Regulation Changes that impact travelers

### Reimbursable Expenses

There have been recent changes to the Joint Travel Regulation that affect travelers. **Effective 1 October 2014**, certain expenses will no longer be reimbursable as a separate reimbursable expense. They are now part of the Incidental portion of the M&IE rate. **The CONUS incidental rate is \$5 per day.** These expenses are:

- Laundry
- Portable Water & ice
- Admin ATM Fees (including the CitiBank fees)
- Transportation tips for all modes of transportation (taxi, bus, train, airline attendants, etc.). This includes courtesy conveyances such as hotel and airport shuttles.
  - Cell phone costs or other phone calls that are not mission essential. Travelers should use government equipment such as office phones, assigned Blackberries, email, etc.

Travelers who are required to use any of these expenses because it is mission essential, must claimed these expenses on a SF 1164 (PR&C) for reimbursement with a justification.

### Long-Term TDY

**Effective 1 November 2014**, the following changes to long term TDY assignments are:

- Any TDY assignment over 30 days at a single location, will only be reimbursed for 75% of the locality rate for lodging and M&IE (rounded up to the next highest dollar) payable for **each full day** of TDY at the location.
- If a traveler is unable to obtain commercial lodging on his own at the reduced flat rate, he must contact Carlson Travel Agency for assistance.
- If Carlson determines lodging is not available at the reduced rate, the AO (Approving Official) may authorize actual lodging cost not to exceed the locality per diem rate. M&IE will be paid at the 75% flat rate.

- The traveler will need to get documentation from Carlson verifying no lodging is available at the 75% flat rate and send a request to the traveler's supervisor for approval for lodging cost at the full locality per diem rate along with the Carlson documentation. Once the supervisor approves the request, forward the approval and documentation to Vickie McArthur and Connie Sexton.
- All current travel orders that are for 31 days or more and include TDY that ends after 31 Oct must be amended by 1 Nov to correct the per diem rate to be the 75% flat rate. Any long term travel orders (31 days or more) issued on 1 Nov or thereafter will be at the 75% flat per diem rate.
- If a travel order is amended after 1 Nov and the change will cause the TDY to end 31 days or more from the amendment date, the reduced flat rate (75%) per diem will apply beginning the day after the amendment is issued.
- When on TDY in excess of 30 days, lodging receipts are not required but proof that lodging costs were incurred shall be required. Documentation will be provided by the person the traveler is renting from showing the location of the lodging, the amount of rent and the name and contact information for the owner.
- If a traveler is sent to TDY to another location, the full per diem rate for that location applies. If the TDY period is considered a second long term TDY (more than 30 days) then the per diem for that location will be at the 75% locality flat rate.
- Dual lodging, if justified, can be authorized when TDY to another location for less than 30 days. Approval for more than 7 consecutive days must be approved by the Army's Secretarial Process.
- Lodging taxes can be reimbursed. However, if actual lodging costs incurred including taxes are less than the lodging portion of the reduced per diem rate, taxes will be included in the total lodging portion and not paid separately.

### **Check your e-mail Spam Folder**

The Reemployed Annuitant Office (RAO) sole means of communicating with Reemployed Annuitants is via e-mail. Notices to renew annual medical certification and CAC cards, the RAO Newsletter, job offers and pay information are sent from the RAO staff to you. Failure to maintain an up to date medical certification and CAC may lead to your termination.

A common comment from RA's is that they don't receive the notices. The reason may be because the email is going to your e-mail Spam Folder. So periodically, please check your Spam or Junk e-mail folder for important messages from the RAO.

Or better yet, change the settings on your Spam or Junk folder. To change the settings:

On the **Tools** menu, click **Options**.

On the **Preferences** tab, under **E-mail**, click **Junk E-mail**.

Select the level of protection that you want:

**No Automatic Filtering** Although this turns off the automatic Junk E-mail Filter, Outlook continues to evaluate messages by using the domain names and e-mail addresses in your Blocked Senders List, and also continues to move messages from blocked senders to the **Junk E-mail** folder.

**Low** If you don't receive many junk e-mail messages and want to see all but the messages that are most obviously junk, select this option.

**High** If you receive a large number of junk e-mail messages, but do not wish to restrict the messages you see to those from senders on your safe lists, select this option. However, you should periodically [review messages moved to the Junk E-mail folder](#), because some legitimate messages may be moved there as well.

**Safe Lists Only** If you receive a large number of e-mail messages, you can alternatively select this option, which will cause any e-mail message that is sent neither from someone on your Safe Senders List nor to a mailing list on your Safe Recipients List to be treated as junk.

### **Keep your Contact Information Up-to-Date**

If you have any changes to your address, phone numbers or e-mail address, please remember to notify the RAO. You may send any changes to your address, phone number or email address to Donna Martin at [donna.martin@usace.army.mil](mailto:donna.martin@usace.army.mil).

Additionally, you if you recently moved, you should change your address at My Pay so that your LES and W-2's are sent to the correct address. The My Pay website is <https://mypay.dfas.mil/mypay.aspx>

### **RAO Staff Contact Information**

There have been a few changes to the RAO staff that supports the RAC. Attached is an updated copy of the POCs.

Thank you for all you do.

Timothy D. Alderman  
Program Manager

## RAO Staff Points of Contact (as of 1 Nov 2014)

- Policy and Programmatic Issues** Tim Alderman - (202) 761-7099  
e-mail: [timothy.d.alderman@usace.army.mil](mailto:timothy.d.alderman@usace.army.mil)
- Funding (Labor and Travel)** Vickie McArthur - (202) 603-5893  
e-mail: [vickie.k.mcarthur@usace.army.mil](mailto:vickie.k.mcarthur@usace.army.mil)
- Tasker/Tasker Extensions:** First time supervisor or administrative staff or  
Joannetta Jones – (202) 577-7848  
e-mail: [joannetta.jones@usace.army.mil](mailto:joannetta.jones@usace.army.mil)  
Mary Nelson – (202) 761-8548  
e-mail: [mary.j.nelson@usace.army.mil](mailto:mary.j.nelson@usace.army.mil)
- Travel Orders:** Vickie McArthur – (202)603-5893;  
FAX: (202) 207-1048  
e-mail: [Vickie.k.mcarthur@usace.army.mil](mailto:Vickie.k.mcarthur@usace.army.mil)  
Connie Sexton – (202) 407-0376  
e-mail: [connie.l.sextdon@usace.army.mil](mailto:connie.l.sextdon@usace.army.mil)
- For Travel Arrangements:** **Carlson-Wagonlit/SATO (24 hours – 7 days a week)**  
Toll Free Phone #: 1-800-953-7286  
FAX: 1-877-634-7705  
Email: [vccoe@cwtsatotravel.com](mailto:vccoe@cwtsatotravel.com)  
Night & Weekend Emergencies: 1-888-757-4732  
**NOTE:** Please remind the Carlson/SATO representative to email your itinerary to your personal email address **AND** to [vickie.k.mcarthur@usace.army.mil](mailto:vickie.k.mcarthur@usace.army.mil)
- Timesheets:** Fax or scan and email your time sheets to Patsy Howard. Fax (202)-315-3464  
**Please send timecards before noon Eastern time on the last Friday of the pay period.**  
**Note: Timesheets not received on time will not be processed until the next pay period.**  
For questions about pay and other time and attendance matters, contact Patsy at [patsy.c.howard@usace.army.mil](mailto:patsy.c.howard@usace.army.mil)
- Travel voucher and Settlements:** Mary Watts – (325) 685-6018  
FAX – (202) 315-3516  
Email: [ceco-c-rao-travel@usace.army.mil](mailto:ceco-c-rao-travel@usace.army.mil)
- CACs/UPASS/Email:** Jim Davis – (202) 549-7847  
e-mail: [james.j.davis@usace.army.mil](mailto:james.j.davis@usace.army.mil)
- Medical Clearance:** Diane Lau – (202) 407—0610  
e-mail: [diane.s.lau@usace.army.mil](mailto:diane.s.lau@usace.army.mil)
- CitiCorp Gov't Travel Credit Card:** Credit Card phone number is 1-800-200-7056
- Update Personal Contact Information:** Donna Martin – (202) 286-1535  
e-mail: [donna.martin@usace.army.mil](mailto:donna.martin@usace.army.mil)
- AKO: Help Desk** 1-866-335-2769

**RAO EMPLOYEES WORK INTERMITTENT SCHEDULES AND IN DIFFERENT TIME ZONES.  
THE MOST EFFICIENT WAY TO CONTACT THEM IS BY EMAIL.**