



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

9 September 1997

REPLY TO
ATTENTION OF:

CELD-T (55)

MEMORANDUM FOR COMMANDERS, USACE COMMANDS

SUBJECT: Increase in AEA Not To Exceed 300 Percent

1. Reference message, Per Diem Travel and Transportation Allowance Committee (PDTATAC), R221950Z, JUL 97, subject: JD 97029 and CTD 97009, 21 Jul 97 - Changes to the JFTR and the JTR - map item 22-97 and cap item 15-97 - Increase In AEA Not To Exceed 300 Percent (enclosure 1).
2. In accordance with the above reference, Joint Travel Regulations (JTR) Vol II (civilian personnel), paragraph C4602-B, subparagraph 3, and Joint Federal Travel Regulations (JFTR) Vol I (military personnel), paragraph U4210-B, subparagraph 3, are revised.
3. Effective 1 May 1997, daily maximums in an amount not to exceed 300 percent of the per diem rate prescribed in appendix B and D of the JTR and JFTR respectively for a TDY location may be authorized/approved if required to meet the expenses associated with the mission. Within USACE the authority rests with a General Officer/SES for their own travel and the travel of those under their supervision. This authority shall not be further delegated. To better serve the approving/authorizing official we have included "Conditions Warranting Approval of Actual Expense Allowances" (enclosure 2) to be used as a guide for decision making.
4. Delegation of AEA approval authority to the Travel Order Approving Official (DD Form 1610, block 18) continues to remain unchanged for claims up to a daily maximum of 150 percent. For your convenience a copy of the latest revision affecting AEA maximums is provided (see enclosure 1).
5. Request the widest dissemination to all USACE team members. POC for this action is Ms. Pearl Carr-Notice (202)761-0679(CML) or 763-0679(DSN).

FOR THE COMMANDER:

2 Encls
as

OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

From: cehecim@tcc.hq.usace.army.mil
To: Internet.mcx("celd-t@tcc.hq.usace.army.mil")
Date: 7/23/97 12:05pm
Subject: [PER DIEM TVL AND TRANS ALW CO: [R] JD 97029 AND CTD 97009, DTD 21 JUL 97 - CHANGES TO THE JFTR]

info

----- Forwarded message # 1:

Received: from pentagon-emh7.army.pentagon.mil by host.tcc.hq.usace.army.mil id aa25094; 22 Jul 97 19:06 EST
AMS-MSG-NBR: A972030451
date: TUE, 22 JUL 1997, 18:46:23 LOCAL
from: "PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA"@ams.ca
to: amcpe-msg@alexandria-emh1.army.mil,
amcrm-me@alexandria-emh1.army.mil,
cehecim@tcc.hq.usace.army.mil,
csteiso@baileys-emh1.army.mil,
mtrm@baileys-emh5.army.mil,
mtwcs@oakland-emh2.army.mil,
mtwops@oakland-emh2.army.mil,
mtwpl@oakland-emh2.army.mil,
mtwrm@oakland-emh2.army.mil,
pmaster@alexandria-emh1.army.mil,
rdf@baileys-emh5.army.mil,
tcc@baileys-emh1.army.mil, tcc@oakland-emh2.army.mil,
tcc@pentagon-emh5.army.mil,
zdfas@bayonne-emh3.army.mil,
zpmaster@bayonne-emh3.army.mil,
zwplo@bayonne-emh3.army.mil
cc: amcdcg-xa@alexandria-emh1.army.mil,
amcen-m@alexandria-emh1.army.mil,
amcio@alexandria-emh1.army.mil,
amclg-msg@alexandria-emh1.army.mil,
amcmi@alexandria-emh1.army.mil,
amcpa@alexandria-emh1.army.mil,
amcpe-msg@alexandria-emh1.army.mil,
amcrda@alexandria-emh1.army.mil,
amcrm-m@alexandria-emh1.army.mil,
amcsg@alexandria-emh1.army.mil,
amcsm@alexandria-emh1.army.mil,
amxed@alexandria-emh1.army.mil,
cehecim@tcc.hq.usace.army.mil,
pmaster@alexandria-emh1.army.mil,
sacsgs@alexandria-emh8.army.mil
subject: [R] JD 97029 AND CTD 97009, DTD 21 JUL 97 - CHANGES TO THE JFTR

RTAUZYUW RUEAHOF0562 2031734-UUUU--RUEAOAK RUEALCO RUEABMA
RUEABMX
RUEADLA RUEAMTC.
ZNR UUUUU
R 221950Z JUL 97

Encl 1

FM PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA
TO AIG ONE ONE ONE
AIG 890
AIGSIX EIGHT FIVE ZERO
AIG 7008
AIG 7300
AIG 7305
AIG 7407
AIG 7447
AIG 7598
AIG 8184
AIG 8622
AIG 8626
AIG 8927
AIG 8995
AIG 9226
AIG 9413
AIG NINE NINE THREE SEVEN
RULSADZ/CP/EEO ARLINGTON VA//CODE DP2//

PAGE 02 RUEAHOF0562 UNCLAS
RUEACMC/CMC WASHINGTON DC//MPO-42/MPC-30//
INFO RUEAHOF/PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA
ARSTAF
XMT CDRTAPC ALEXANDRIA VA//TAPC-EPK/TAPC-EPL/TAPC-EPM/
TAPC-EPO/TAPC-RM//

BT

UNCLAS SECTION 01 OF 02

SUBJECT: JD 97029 AND CTD 97009, DTD 21 JUL 97 - CHANGES TO THE
JFTR
AND THE JTR - MAP ITEM 22-97 AND CAP ITEM 15-97- INCREASE IN AEA
NOT
EXCEED 300 PERCENT.

1. THIS CHANGE AFFECTS CIVILIAN EMPLOYEES AND UNIFORMED MEMBERS
TRAVELING UNDER THE JTR AND JFTR RULES WHEN AUTHORIZED/APPROVED
AEA.

2. CINCS PASS TO COMPONENT COMMANDERS AS APPROPRIATE. U.S. DAO
PASS

TO SUPPORTING BUDGET AND FISCAL OFFICERS. PLEASE NOTIFY ALL COS,
PAYING FOS AND ITOS AND ALL OTHER ELEMENTS OF THE UNIFORMED
SERVICES AND DEFENSE AGENCIES CONCERNED. THESE CHANGES ARE
EFFECTIVE FOR TRAVEL ON OR AFTER 1 MAY 1997.

3. JTR, PAR. C4602-B REVISED AS FOLLOWS:

1. TRAVEL IN CONUS. EXCEPT AS PROVIDED IN SUBPAR. 3 FOR TRAVEL
IN
CONUS, THE DAILY MAXIMUM IS 150 PERCENT OF THE PER DIEM RATE
(ROUNDED)

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TO THE NEXT HIGHER DOLLAR) PRESCRIBED IN APPENDIX D, FOR THE TDY

LOCATION. SEE PAR. C4603-E FOR AUTHORIZATION/APPROVAL AUTHORITY.
2. TRAVEL OCONUS. EXCEPT AS PROVIDED IN SUBPAR. 3 THE DAILY
MAXIMUM
RATE IS THE AMOUNT PRESCRIBED IN ITEM A OR B, WHICHEVER IS
GREATER:

A. 150 PERCENT OF THE PER DIEM RATE (ROUNDED TO THE NEXT HIGHER
DOLLAR) PRESCRIBED IN APPENDIX B FOR THE TDY LOCATION; OR
B. \$50 PLUS THE PER DIEM RATE PRESCRIBED IN APPENDIX B FOR THE
TDY
LOCATION.

SEE PAR. C4603-E FOR AUTHORIZATION/APPROVAL AUTHORITY.

3. HIGHER DAILY MAXIMUM. DAILY MAXIMUMS FOR TRAVEL IN EXCESS OF
RATES PRESCRIBED IN SUBPARS. 1 AND 2 IN AN AMOUNT NOT TO EXCEED
300

PERCENT OF THE PER DIEM RATE (ROUNDED TO THE NEXT HIGHER DOLLAR)
PRESCRIBED IN APPENDIX B OR APPENDIX D, FOR THE TDY LOCATION MAY
BE

AUTHORIZED/APPROVED IF REQUIRED TO MEET THE EXPENSES ASSOCIATED
WITH

WITH THE MISSION. AUTHORIZATION/APPROVAL AGENCIES ARE:

(A). ARMY: A GENERAL OFFICER/SES WITHIN THE COMMAND LISTED IN
PAR.

C4603-E FOR SUBORDINATE UNITS. FOR ALL ACTIVITIES BELONGING TO
COMMANDS NOT SPECIFICALLY LISTED IN PAR. C4603-E, AUTHORITY RESTS
WITH THE GENERAL OFFICER/SES FOR THEIR OWN TRAVEL AND THE TRAVEL
OF

THOSE UNDER THEIR SUPERVISION. THIS AUTHORITY SHALL NOT BE
FURTHER

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DELEGATED.

(B). AIR FORCE: MAJCOM/FMS. FOA AND DRU FMS OR EQUIVALENTS AND
THE

11TH WING FOR HQ USAF PERSONNEL. FOR ALL OTHER ACTIVITES REFER TO
PAR. C4603-E.

(C). NAVY: OFFICE OF DEPUTY ASSISTANT SECRETARY OF THE NAVY
(CIVILIAN

PERSONNEL/EQUAL EMPLOYMENT OPPORTUNITY (CP/EEO)), PROGRAM
DEVELOPMENT

AND DIRECTION DIVISION, 800 NORTH QUINCY STREET, ARLINGTON, VA
22203-

1998

(D). MARINE CORPS AND DEFENSE AGENCIES: SEE PAR. C4603-E FOR
AUTHORIZATION/APPROVAL AUTHORITY.

4. SPECIAL ACTUAL EXPENSE AUTHORIZATION (AEA). THE PDTATAC
DIRECTOR MAY ISSUE AN AEA FOR ANY DOD CIVILIAN EMPLOYEE WHEN
TRAVEL

IS TO PRESIDENTIALLY DECLARED DISASTER AREA(S) OR IN SUPPORT OF
THE

MISSION STATED IN THE AEA. THESE AUTHORIZATIONS MAY BE ISSUED
WITH

OR WITHOUT EXPIRATION DATES. COPIES OF EXISTING AEAS MAY BE

OBTAINED
FROM THE PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE,
HOFFMAN BUILDING 1, ROOM 836, 2461 EISENHOWER AVE., ALEXANDRIA,
VA
22331-1300.

5. REIMBURSEMENT LIMITATION. THE DAILY REIMBURSEMENT LIMIT SHALL
BE
THE LESSER OF ACTUAL EXPENSES OR THE MAXIMUM AMOUNT. EXPENSES

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INCURRED AND CLAIMED (INCLUDING THOSE FOR FRACTIONAL DAYS) SHALL
BE
REVIEWED AND ALLOWED ONLY TO THE EXTENT DETERMINED TO BE
NECESSARY
AND REASONABLE BY THE ORDER-ISSUING OFFICIAL. REIMBURSEMENT FOR
M&IE
SHALL NOT EXCEED:

A. 150 PERCENT OF THE M&IE RATE FOR THE TDY LOCATION, OR
B. \$25 PLUS THE M&IE RATE FOR THE TDY LOCATION WHEN THE DAILY
RATE
AUTHORIZED IS ESTABLISHED UNDER SUBPAR. 2, ITEM B, OR
C. 300 PERCENT OF THE M&IE RATE FOR THE TDY LOCATION WHEN
AUTHORIZED/APPROVED UNDER SUBPAR. 3.
4. JTR, PAR. C4603-B AND C REVISED AS FOLLOWS:
B. WHO MAY AUHTORIZE/APPROVE. EXCEPT FOR THE OFFICIALS REFERRED
TO
IN SUBPAR. C, AEA, NOT TO EXCEED THE APPROPRIATE ESTABLISHED
CEILING,
MAY BE AUTHORIZED/APPROVED BY THE OFFICIALS DESIGNATED IN PARS.
C4602-B3 AND C4603-E. IN INSTANCES INVOLVING JOINT SERVICE
CONFERENCES, SYMPOSIUMS, SEMINARS, OR PROFESSIONAL MEETINGS, AN
AEA
ISSUED BY THE APPROPRIATE AUTHORITY OF THE SPONSORING UNIFORMED
SERVICE/DEFENSE AGENCY APPLIES TO ALL ATTENDEES REGARDLESS OF
SERVICE/DEFENSE AGENCY AFFILIATION.
C. EXCEPTIONS. THE FOLLOWING OFFICIALS MAY AUTHORIZE/APPROVE
AEAS
AT EITHER THE 150 OR 300 PERCENT CEIILNG, AS THEY DEEM
APPROPRIATE

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FOR THE TRAVEL INVOLVED, FOR THEIR OWN PERSONAL TRAVEL AND FOR
ANY
ACCOMPANYING UNIFORMED MEMBERS AND DOD CIVILIAN EMPLOYEES
WHENEVER
THEY CONSIDER IT NECESSSARY AND PROPER UNDER THIS PART.
THE SECRETARY, THE DEPUTY, THE UNDER, THE DEPUTY UNDER AND
ASSISTANT
SECRETARIES OF DEFENSE, COMMANDERS/DEPUTY COMMANDERS OF AIR FORCE
MAJOR COMMANDS, THE REMAINING EXCEPTION LISTING REMAINS REMAINS

UNCHANGED.

6. JFTR, PAR. U4210-B REVISED AS FOLLOWS:

1. TRAVEL IN CONUS. EXCEPT AS PROVIDED IN SUBPAR. 3 FOR TRAVEL IN

CONUS, THE DAILY MAXIMUM IS 150 PERCENT OF THE PER DIEM RATE (ROUNDED

TO THE NEXT HIGHER DOLLAR) PRESCRIBED IN APPENDIX D FOR THE TDY LOCATION. SEE PAR. U4215-E FOR AUTHORIZATION/APPROVAL AUTHORITY.

2. TRAVEL OCONUS. EXCEPT AS PROVIDED IN SUBPAR. 3, THE DAILY MAXIMUM IS THE AMOUNT PRESCRIBED IN ITEM A OR B, WHICHEVER, IS GREATER:

A. 150 PERCENT OF THE PER DIEM RATE (ROUNDED TO THE NEXT HIGHER DOLLAR) PRESCRIBED IN APPENDIX B FOR THE TDY LOCATION; OR

B. \$50 PLUS THE PER DIEM RATE PRESCRIBED IN APPENDIX B FOR THE TDY

LOCATION.

SEE PAR. U4215-E FOR AUTHORIZATION/APPROVAL AUTHORITY.

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3. HIGHER DAILY MAXIMUM. DAILY MAXIMUMS FOR TRAVEL IN EXCESS OF RATES PRESCRIBED IN SUBPARS. 1 AND 2 IN AN AMOUNT NOT TO EXCEED 300

PERCENT OF THE PER DIEM RATE (ROUNDED TO THE NEXT HIGHER DOLLAR) PRESCRIBED IN APPENDIX B OR APPENDIX D FOR THE TDY LOCATION MAY BE

AUTHORIZED/APPROVED IF REQUIRED TO MEET EXPENSES ASSOCIATED WITH THE MISSION. AUTHORIZING/APPROVAL AGENCIES ARE:

(A). ARMY: A GENERAL OFFICER/SES WITHIN THE COMMAND LISTED IN PAR.

U4215-E FOR SUBORDINATE UNITS. FOR ALL ACTIVITIES BELONGING TO COMMANDS NOT SPECIFICALLY LISTED IN PAR. U4215-E, AUTHORITY RESTS WITH THE GENERAL OFFICER/SES FOR FOR THEIR OWN TRAVEL AND THE TRAVEL

OF THOSE UNDER THEIR SUPERVISION. THIS AUTHORITY SHALL NOT BE FURTHER DELEGATED.

(B). AIR FORCE: MAJCOM/FMS. FOA AND DRU FMS OR EQUIVALENTS AND THE

11TH WING FOR HQ USAF PERSONNEL. FOR ALL OTHER ACTIVITIES REFER TO

PAR. U4215-E.

(C). NAVY, MARINE CORPS, COAST GUARD, NOAA, PHS AND DEFENSE AGENCIES:

SEE PAR. U4215-E FOR AUTHORIZATION/APPROVAL AUTHORITY.

(D). THE SECRETARY CONCERNED FOR SPECIFIC CLASSIFIED MISSION OCONUS.

IN THESE CASES, AN AEA AS OUTLINED IN PAR. U4215-B SHALL NOT BE REQUIRED. THIS AUTHORITY SHALL NOT BE REDELEGATED.

BT

----- End of forwarded messages

Conditions Warranting Approval of Actual Expense

1. Listed below, but not limited to, are conditions warranting approval of actual expense allowances:

a. Team member travels with dignitary, as defined in JTR, paragraph C4600-A(2)/JFTR, paragraph U4200, and is required to stay in the same hotel.

b. Travel is to an area where the applicable maximum per diem allowance has escalated for a short period of time during special functions, such as natural disasters. Local events conventions, etc.

c. Lodging is not available or cannot be obtained with a reasonable proximity of the employee's TDY point, and transportation costs to commute to and from the less expensive lodging facility consumes most or all of the savings achieved from occupying a less expensive lodging site. In this situation, a cost justification must be provided, along with a listing of five hotels/motels for major metropolitan areas contacted, a listing three hotels/motels contacted for small suburban areas within the proximity of the TDY point, without government rate availability.

2. Usually under normal circumstances, a logistics transportation officer or agent, and/or travel agency at the division, district and/or lab of the traveler can provide a listing of hotels /motels with rates within the per diem rate for the travel assignment location.

3. In accordance with the JTR, paragraph C4600 and C4603-F (for civilians) and JFTR, paragraph U4200 and U4215-F (for military), in all cases, a complete, detailed justification must be provided to warrant consideration for approval. All eleven items of the JTR, paragraph C4603-F and JFTR, paragraph U4215-F must be addressed. A copy of the items are enclosed. Requests not submitted in accordance with the conditions listed should be disapproved. Approvals must be kept on file with the voucher package for a period of three years.

F. Data to Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN, and branch of Service;
5. names and title of foreign governmental contacts, if any;
6. roster of other employees or members of the Uniformed Services who also are performing the travel, TDY, involved including grade, full name, SSN, and branch of Service;
7. proposed itinerary showing complete identification of places in or outside CONUS to be visited, the length of duty at each place, and the inclusive dates of travel;
8. information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.;
9. any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem shall not suffice;
10. reasons normal accommodations within the prescribed per diem allowance shall not suffice;
11. name and phone number of individual who may be contacted concerning this request.

When any of the data in items 1 through 11 aren't available, the request so states. Each request for approval of an AEA after travel has been performed are accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid.

Vouchers or receipts aren't to be submitted with the request for AEA, such documents are to be submitted to the disbursing/finance office.

C4604 REQUIREMENT FOR DOCUMENTATION OF TRAVEL VOUCHER

A. Itemization. Each voucher submitted for reimbursement on an AEA basis is accompanied by an itemization on a daily basis of the applicable expenses listed in par. C4601-A, items 1 through 9. Items are listed to indicate clearly the expenses applicable to each calendar day. The list includes only those items which are allowable expenses and shall not include items for which there are provisions for claiming separate reimbursement, such as taxicab fares, registration fees, etc. A statement of actual expenses are used for listing the actual expenses, and are submitted in support of the travel voucher. When reimbursement for M&IE is on a per diem basis (as prescribed in par. C4602-B4), itemization isn't required.

B. Receipts. Receipts are required for lodging, except that a statement instead of a receipt is accepted for the fee or service charge incurred for the use of Government quarters if authorized in regulations of the Secretary concerned. Also, receipts are required for any individual meal when the cost is \$75 or more, excluding tips, unless they are impractical to obtain or have been inadvertently destroyed, in which case a statement to that effect is furnished. When reimbursement for M&IE is on a per diem basis (as prescribed in par. C4602-B4), receipts for M&IE aren't required.

C4605 COMPUTATION RULES

A. General. When the actual expenses incurred during any 1 day are less than the daily amount authorized, the traveler is reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day shall be reviewed and allowed only to the extent determined to be reasonable by the order-issuing official. The maximum amount of reimbursement for actual expenses for each calendar day, or fraction thereof, is limited as indicated in subpars. B through D. In no case shall the amount reimbursed be more than the amount authorized or approved in an actual expense authorization for the area concerned.

B. Meals Available Under Special Arrangements. When an employee is participating in a special mission-type function, such as deployment to foreign

20. Strategic Defense Initiative Organization: Pentagon, Room 1E1034, Washington, DC 20301-7100;
21. On-Site Inspection Agency, Office of the Comptroller (AC), 300 West Service Road, Dulles International Airport, Washington, DC 20041-0498;
- ★ 22. Office of the Supreme Allied Commander Europe (OSACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe (ATTN: SHG), APO AE 09705;
23. U.S. European Command: (USEUCOM), Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany;
24. NATO Defense College: US Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy;
25. Defense Finance and Accounting Service (DFAS): DFAS Headquarters: Principal Deputy Director, via the Deputy Director for Finance, Washington, DC 20376-5001; Directors of DFAS Centers at Cleveland, Columbus, Denver, Indianapolis, and Kansas City for assigned personnel and other DFAS personnel under their command and control. This authority will not be redelegated.
26. United States Special Operations Command (USSOCOM): (ATTN: SOJ8-C), MacDill AFB, FL 33608-6001;
27. United States Southern Command (USSOUTHCOM): (ATTN: SCCM), APO AA 34003;
28. Uniformed Services University of Health Sciences, ATTN: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
29. Central Imagery Office: (ATTN: Administrative Staff), Washington, DC 20340-7010;
30. Defense Commissary Agency (DeCA), ATTN: SAA, 38th St. and E Ave., Fort Lee, VA 23801-6300;
31. Department of Defense, National Defense University, Attn: Director, Resource Management, Washington, DC 20319.

F. Data To Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN and branch of the Service;
5. names and titles of foreign governmental contacts, if any;
6. roster of other members of the Services who will also be performing the travel or TDY or

- TAD involved including grade, full name, SSN and branch of Service;
7. proposed itinerary showing complete identification of places in or outside CONUS to be visited, the length of duty at each place, and the inclusive dates of travel;
 8. information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.;
 9. any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem will not suffice;
 10. reasons normal accommodations within prescribed per diem allowances will not suffice;
 11. name and phone number of individual who may be contacted concerning this request.

When any of the data in items 1 through 10 are not available, the request will so state. Each request for approval of AEA after travel has been performed will be accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Vouchers or receipts are not to be submitted with the request for AEA, such documents are to be submitted to the disbursing/finance/travel office.

U4220 REQUIREMENT FOR DOCUMENTATION OF TRAVEL VOUCHER

A. Itemization. Each voucher submitted for reimbursement on an AEA basis will be accompanied by an itemization on a daily basis of the applicable expenses (see par. U4205). Items will be listed to indicate clearly the expenses applicable to each calendar day. The list will include only those items which are allowable expenses and will not include items for which there are provisions for claiming separate reimbursement, such as taxicab fares, registration fees, etc. A statement of actual expenses will be used for listing the actual expenses, and will be submitted in support of the travel voucher. When reimbursement for M&IE is on a per

diem basis (as prescribed in par. U4210-B3) itemization is not required.

B. Receipts. Receipts are required for lodging, except that a statement instead of a receipt will be accepted for the fee or service charge incurred for the use of Government quarters if authorized in regulations of the Secretary concerned. Also, receipts are required for any individual meal when the cost is \$75 or over, excluding tips, unless they are impractical to obtain or have been inadvertently destroyed, in which case a statement to that effect will be furnished. When reimbursement for M&IE is on a per diem basis (as prescribed in par. U4210-B3) receipts for M&IE are not required.

U4225 COMPUTATION RULES

A. General. When the actual expenses incurred during any one day are less than the daily amount authorized, the member will be reimbursed only for the lesser amount. The daily amount authorized will not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day will be reviewed and allowed only to the extent determined to be reasonable by the order-issuing official concerned. The maximum amount of reimbursement for actual expenses for each calendar day, or fraction thereof, is limited as indicated in subpars. B through D. In no case will the amount reimbursed be more than the amount authorized or approved in an actual expense authorization for the area concerned.

B. Meals Available Under Special Arrangements. When a member is participating in a special mission type function, such as deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, and TDY or TAD to remote areas, and meals are made available under a special arrangement between a Service and any organization, institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency, reimbursement of actual expenses incurred for meals will be limited to the amount equaling the charge applicable to each meal made available under the special arrangements, not to exceed the charges for three meals per day.

C. Averaging Expenses. In determining the daily amount of expense items which do not accrue on a daily basis, such as laundry, dry cleaning, pressing, and hotel maid tips, such expenses may be averaged