



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE
COMMITTEE**

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CORRECTED EDITION

PDTATAC/tlw

31 December 2001

MEMORANDUM FOR PDTATAC EDITOR

SUBJECT: Frequent Traveler Benefits and Retaining Promotional Items
Military Editorial U01065
Civilian Editorial C01055

1. *Revisions in this editorial are based on Section 1116 of the FY02 NDAA. These revisions are effective this date and are scheduled to appear in printed change number 183 of the JFTR, and 437 of the JTR.*

2. It is requested that the JFTR be revised as follows:

CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

NOTE TO EDITOR: No further changes to "Applicability and General Information"

**PART B: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL
SOURCES**

U1200 RETAINING PROMOTIONAL ITEMS

A. General

1. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
2. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
3. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.)

B. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. *Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.*
2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).

C. Lost or Delayed Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost or delayed by the carrier. If the traveler intends to make a claim against the Government, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full.

U1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html (or appropriate Service regulations for Non-DoD Services) regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses.

NOTE TO EDITOR: Par. U2010 is aligned with the wording in C1058 in MAP 42-01/CAP 36-01 (Ted's item).

U2010 OBLIGATION TO EXERCISE PRUDENCE

A traveler must:

1. exercise the same care and regard for incurring expenses as a prudent person traveling at personal expense, and
2. maintain records to validate individual expenses of \$75 or more and all lodging costs (All receipts should be maintained until the travel claim is paid and possibly longer if required by financial regulations).

Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

NOTE TO EDITOR: PARS. U2010-B & C are deleted and the info moved to the new par. U1200.

U3125 COMMERCIAL AIR TRANSPORTATION

A. *****

B. Class of Service

4. Premium-Class Other Than First-Class Use.
 - a. *****
 - g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits.
 - h. *****

APPENDIX A: DEFINITIONS

AGENCY.

A. Includes:

1. An Executive agency, as defined in 5 U.S.C. §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and

5. The Government of the District of Columbia.

B. Does NOT include :

1. A Government-controlled corporation;
2. A member of Congress; or
3. An office or committee of either House of Congress or of the two Houses.

APPENDIX O

T4020 TDY TRAVEL POLICY

A. *****

B. Traveler Rights and Responsibilities

1. *****

9. Retaining Promotional Items

a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

10. *****

3. It is requested that the JTR be revised as follows:

CHAPTER 1 - DEPARTMENT OF DEFENSE (DoD) EMPLOYEE TRAVEL ADMINISTRATION

PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

NOTE TO EDITOR: par. C1200 is completely rewritten

C1200 RETAINING PROMOTIONAL ITEMS

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NOTE TO EDITOR: No changes to par. C1201

C1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses.

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10. *****

//signed//

S. W. Westbrook
Director

cc:
Director
MAP Members
CAP Members

Lynn Wawrzyniak **TLW**

SYNOPSIS: This editorial implements FY 2002 DoD Authorization Bill, Section 1116, which allows employees, members, and those traveling on invitational travel orders to keep promotional items, including frequent flyer miles, received while traveling on official business paid for by an agency. This applies to promotional items currently held or received in the future. The attached proposed change implements this legislative change and conforms the JFTR/JTR definition of AGENCY with 5 USC §5701. Additionally, this editorial rewrites Chapter 1, Part D, JTR, par. C1200 and also adds a new Part B to Chapter 1 of the JFTR, par. U1200, to align the two volumes.