



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SUPPORT COMMAND  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY DLSC-LDT  
REFER TO

JUL 13 1999

MEMORANDUM FOR EXECUTIVE TEAM  
COMMANDER, DEFENSE CONTRACT MANAGEMENT  
COMMAND  
DEFENSE DISTRIBUTION CENTER  
DEFENSE SUPPLY CENTERS  
DEFENSE REUTILIZATION AND MARKETING SERVICE  
DEFENSE ENERGY SUPPORT CENTER  
DLA EUROPE/PACIFIC  
DEFENSE LOGISTICS INFORMATION SERVICE  
ADMINISTRATOR, DEFENSE AUTOMATED PRINTING SERVICE  
CENTER  
DEFENSE NATIONAL STOCKPILE CENTER

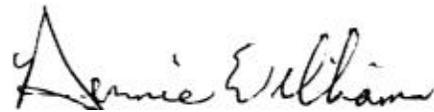
SUBJECT: Combining Official and Leisure Travel

The Joint Travel Regulation/Joint Federal Travel Regulations specify that a DoD employee can only be reimbursed the round trip fare for the a city-pairs negotiated rate or the lowest common carrier transportation fare on the day of travel when combined travel (leisure plus official travel) is accomplished. The city-pair fares will only be used on the official travel portion of the trip; city-pair fares cannot be used on the leisure travel segment of the trip.

For example, a trip from Washington, DC to San Diego, CA costs \$400, which is the city-pair airfare. The DLA employee wants to return via Los Angeles, CA, (leisure travel) where he will take leave enroute home. The travel orders will state that the traveler will only be reimbursed for air travel cost of \$400.00, which reflects the fare from Washington, DC to San Diego, CA (city-pair from Washington, DC to San Diego, CA). The Commercial Travel Office (CTO) will also make a reservation for a one-way ticket at a cost of \$250, from San Diego to Los Angeles, CA. This travel is at the employee's personal expense. (The one-way travel leg from Los Angeles to Washington, DC, at the commercial rate of \$600, will be issued by the CTO. The total trip cost is  $\$250 + \$600 = \$850$ , minus the \$400 city pair airfare which the government will reimburse traveler. The employee pays the CTO \$450 for the leisure transportation leg of the trip.)

The Commercial Travel Office (CTO) will only issue city-pair fares for the official portion of the trip.

Please ensure that all personnel and CTOs receive this guidance. Request widest dissemination of this travel policy letter. If further information is required, please contact Mrs. Deborah L. Beckner at (703) 767-3622 or DSN 427-3622.

A handwritten signature in black ink that reads "Bennie E. Williams". The signature is written in a cursive style with a large initial 'B'.

BENNIE E. WILLIAMS  
Colonel (P), USA  
Chief, Transportation (Policy)