



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

HOFFMAN BUILDING 1, ROOM 836
2481 EISENHOWER AVENUE, ALEXANDRIA, VA 22331-1300

PDTATAC/52/tlw

22 January 1998

CIVILIAN TRAVEL DETERMINATION NUMBER 98004

TO: SEE DISTRIBUTION

SUBJECT: CAP Item 22-97 - C1058 Prudence in Travel

The Chairman of the Committee has approved the attached changes to the Joint Travel Regulations, Vol 2, (JTR), made in CAP Item 22-97, for publication. The changes are scheduled to appear in JTR change number 390, dated 1 April 1998. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service. This determination will be effective when printed in the JTR.

S. W. WESTBROOK
Colonel, USA
Director

Attachment:

As stated

Hard Copy Distribution:

Editor, PDTATAC
CAP Item file
Read File

E-Mail Distribution:

Staff members, T&T Branch
Chief, E&S Branch
Chief, VHA Branch
Civilian Advisory Panel Members
OSD (MPP) COMP
DFAS-HQ/FD
Times News Service: Kent Miller

C1058 PRUDENCE IN TRAVEL

A. Obligation to Exercise Prudence.

1. An employee must exercise the same care and regard for expenses as a prudent person traveling at personal expense.
2. An employee must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the employee's financial responsibility.

B. STARTING AND ENDING TRAVEL.

1. General.

- a. The travel order establishes when travel status starts and ends.
- b. Ordinarily, an employee on official travel isn't required to travel during unreasonable hours at night.
- c. When night travel is required, the only acceptable sleeping accommodations are:

1. ship staterooms, and
2. train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses *don't* constitute acceptable sleeping accommodations.

- d. An employee shouldn't be required to use a carrier that requires boarding or departing between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.
- e. A prudent employee should have travel scheduled so that hotel accommodations may be acquired so the employee can retire at a reasonable hour and be ready to perform official business as required. (33 Comp. Gen. 221 (1953); 61 Comp. Gen. 448 (1982)).

2. Travel During Normal Hours of Rest.

- a. The order-issuing/authenticating official may authorize/approve a rest stop en route when travel must be scheduled:
 - (1) to start at, near, or after the end of the employee's regularly scheduled duty hours;
 - (2) during normal hours of rest and the transportation mode doesn't provide adequate sleeping accommodations,

b. Rest stops should:

- (1) not exceed a reasonable rest period plus necessary time to obtain the earliest transportation to the authorized destination,
- (2) be scheduled at a point en route where free stopovers are permitted (if possible) by the carriers, and
- (3) not be authorized/approved if an employee takes leave at a stop over.

3. Travel During Regular Hours of Duty. Travel should be scheduled so an employee travels during regular duty hours. To prevent travel during off-duty hours it isn't unreasonable for an employee to:

- a. depart from the PDS the afternoon before the day the employee is required at the TDY station, or
- b. depart from the TDY station the morning after completing a TDY assignment, provided the employee isn't required to be at the PDS that morning.

4. Travel During Off-Duty Hours. When an employee must travel on off-duty hours, no more than 1 additional travel day should be allowed.

Example 1: An employee completes official TDY duty on Friday afternoon. The employee should leave on Friday when official duty ends (and arrive at the PDS on Friday) and receive 75% M&IE for that travel day. To prevent the employee from traveling after regulation duty hours, the order-issuing/authenticating official may delay departure until the next day (in this case, Saturday). The employee receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the employee receives 75% M&IE for Saturday. Any additional days of delayed travel are at the employee's expense.

Example 2: An employee is required to attend a conference that starts at 0800 on Monday morning. If the employee is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one day of travel as though the employee had departed for the TDY destination on Sunday (75% M&IE plus lodging). (56 Comp. Gen. 847 (1977)). Any additional days of early travel are at the employee's expense.

C. REST STOPS WHEN OCONUS TRAVEL IS INVOLVED.

1. General. A rest stop, of 24 hours or less, may be authorized/approved when:
 - a. the origin or destination point is OCONUS,
 - b. direct travel between authorized origin and destination points is separated by several time zones,
 - c. air travel between the two points is in less than premium-class accommodations, and

d. the scheduled flight time, including stopovers, exceeds 14 hours by a direct or usually traveled route.

2. Location of Rest Stop. A rest stop:

a. may be authorized/approved at *any intermediate* point, and

b. should be as near to midway in the journey as authorized carrier scheduling permits.

3. Travel by Indirect Route. A rest stop shall not be authorized/approved when an employee chooses to travel by an indirect route, *for personal convenience*, causing excess travel time.

4. Per Diem. The rest stop per diem rate is the rest stop location rate.

5. Rest Period Before Reporting For Duty. A reasonable rest period at the TDY point is recommended before the employee reports for duty when:

a. authorized carrier schedules prevent an intermediate rest stop,

b. a rest stop isn't authorized/approved, or

c. travel isn't authorized for premium-class accommodations.