



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
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PDTATAC/vap

1 June 2004

UNIFORMED TRAVEL DETERMINATION
CIVILIAN TRAVEL DETERMINATION

TO: SEE DISTRIBUTION

SUBJECT: MAP Item 34-04(E)/CAP Item 35-04(E) -- Transportation Using a Centrally-billed or Individually-billed Account on Travel Orders

1. SYNOPSIS: Changes the JFTR/JTR to require a statement on the travel authorizations to indicate whether the traveler uses a centrally-billed account (CBA) or individually-billed account (IBA) to purchase transportation tickets. This should reduce duplicate payments and help facilitate the refund of unused tickets.
2. These changes are scheduled to appear in JFTR change number 213, and JTR change number 467, dated 1 September 2004.
3. This determination will be effective on the future date of 1 July 2004.

//approved 06-01-04//
S. W. WESTBROOK
Director

Attachment:
Rev 2

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MAP Item file CAP Item file

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JFTR CHANGE

JFTR, par. U2015 revised:

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

“It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified,” (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card). A statement must be on each travel order indicating whether transportation tickets are purchased using a centrally-billed account (CBA) or an individually-billed account (IBA).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures." The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

JFTR, Appendix A, Part II revised by adding:

CBA	Centrally-billed Account
IBA	Individually-billed Account

JTR CHANGE

JTR, par. C1100-B revised:

B. Use of Government-sponsored Contractor-issued Travel Charge Cards. "It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card). *The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoDFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.* A statement must be on each travel authorization indicating whether transportation tickets are purchased using a centrally-billed account (CBA) or individually-billed account (IBA).

JTR, par. C3101-A revised by adding 13:

13. A statement indicating whether transportation tickets are purchased using a centrally-billed account (CBA) or individually-billed account (IBA).

JTR, Appendix A, Part II revised by adding:

CBA	Centrally-billed Account
IBA	Individually-billed Account