



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE
COMMITTEE
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PDTATAC/tmc

30 May 2006

UNIFORMED TRAVEL DETERMINATION
CIVILIAN TRAVEL DETERMINATION

TO: SEE DISTRIBUTION

SUBJECT: UTD56-06(E)/CTD 45-06(E) – Advance Payment of Discounted Conference or
Training Registration Fee

1. SYNOPSIS: Provides that to take advantage of discounted “early bird” registration fees, which are available in the months prior to the beginning of some conferences, travelers may, as soon as attendance at the conference has been authorized, be permitted to register early, charge the fees involved to their individually billed Government sponsored travel cards, and claim reimbursement for the discounted registration fee.

2. These changes are scheduled to appear in JFTR change number 236, and JTR change number 490, dated 1 August 2006.

3. *This determination is effective on 30 May 2006.*

S. W. WESTBROOK
Director

Attachment:
Revision

Uniformed E-Mail Distribution:

MAP Members	GSA-3FT	PMO-DTS
T&T Branch	HRSIC	GSA-OGP(MTT)

Civilian E-Mail Distribution:

CAP Members	GSBCA Judges	PMO-DTS
T&T Branch	GSA-3FT	GSA-OGP(MTT)

JFTR, par. U2300-B revised by adding a new par. U2300-B13 as shown;

U2300 ADVANCE PAYMENTSS

A. General. A member may be paid an advance payment of (i.e., loaned) specified travel and transportation, station (COLA and TLA), and housing (OHA & FSH) allowances.

B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:

1. Discounted Conference or Training Registration Fee, par. U2555-H;
2. Temporary duty travel, Chapter 4, Part J;
3. Member PCS, par. U5165
4. Dependent outpatient travel, par. U5240-G3;
5. Dependent PDT, par. U5250;
6. HHG transportation, par. U5385;
7. Mobile home transportation, par. U5560;
8. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
9. Recruiting expenses, par. U7033;
10. SROTC members, par. U7150-E2d;
11. Attendants on behalf of member patients, par. U7252-A;
12. Escorts and attendants of dependents, par. U7555; and
13. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9190 and U10105.

JFTR, par. U2555 revised by re-designating par. U2555-H par. U2555-I and inserting a new par. U2555-H as shown:

H. Advance Payment of Discounted Conference or Training Registration Fee (FTR § 301–74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. To take advantage of such specials, travelers should be given oral or written authorization to register early, charge the registration fee to their IBA, and claim reimbursement for the discounted registration fee as soon as a written order to attend the conference has been generated. When the authorization to register early is oral, the written order must reference the oral authorization for the early registration.

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made in Accordance with Par. U2555-H1 (adopted from FTR § 301-74.26) In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for reasons beyond the traveler's control that are acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

JTR, par. C1101 revised by adding a new par. C1101-C

C1101 ALLOWABLE ADVANCES

- A. Authorization (FTR §302-2.21). Travel advances described in par. C1101 may be paid when authorized on a travel authorization.
- B. TDY Travel. DOD Components may pay travel advances (as opposed to authorizing IBA card use for ATM advances) when permitted in accordance with the DoDFMR, Volume 9. Advances may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.
- C. Advance Payment of Discounted Conference or Training Registration Fee (FTR § 301-74.25). Advance payment of discounted conference or training registration fee may be paid as indicated in par. C4955-H.

JTR, par. C4955 revised by re-designating par. C4955-H par. C4955-I and inserting a new par. C4955-H as follows:

- H. Advance Payment of Discounted Conference or Training Registration Fee (FTR § 301-74.25)
1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. To take advantage of such specials, travelers should be given oral or written authorization to register early, charge the registration fee to their IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization to attend the conference has been generated. When the authorization to register early is oral, the written authorization must reference the oral authorization for the early registration.
 2. Traveler is Unable to Attend an Event for which Reimbursement Was Made in Accordance with Par. C4955-H1 (FTR § 301-74.26) In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the DOD component must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by the DOD component's decision or for reasons beyond the traveler's control that are acceptable to the DOD component concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the DOD component, the traveler must repay the amount advanced.***