



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5720 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005

CEFC-AO-T
1999

25 January

MEMORANDUM FOR All UFC Supported Finance and Accounting Officers

SUBJECT: Reimbursement for Lodging Taxes, Laundry, Dry Cleaning and Pressing of Clothing Within the Continental United States (CONUS)

1. Effective 1 January 1999, regulatory procedures for claiming lodging costs and lodging taxes have changed. Lodging taxes are not considered part of the lodging per diem cost for CONUS travel, but will be claimed separately on the travel settlement voucher as reimbursable expenses. In the Corps of Engineers Financial Management System (CEFMS), you will enter the daily lodging cost without tax, on the itinerary screen (7.34) of the travel settlement voucher. The total amount of lodging tax will be entered on the reimbursable expense screen (7.33). A separate code (TX) has been established in CEFMS for lodging taxes.

2. The lodging cost, without taxes, will be reimbursed in accordance with the Joint Travel Regulation (JTR) and the Joint Federal Travel Regulations (JFTR). The maximum amount reimbursable for lodging cost is listed in Appendix D. Only taxes on the maximum authorized lodging cost may be reimbursed. For example, if the traveler exceeds the locality rate, without approval, the taxes claimed should be limited to the amount that would have been charged on the maximum authorized lodging cost. The WEB site for the JFTR/JTR is www.dtic.mil/perdiem/.

3. The definition of "incidental expense" in the JTR and JFTR has been changed to delete laundry, dry cleaning and pressing of clothing for CONUS travel. The JTR/JFTR will now allow reimbursement of these expenses for civilians, but not allow reimbursement for military members. Effective 1 January 1999, civilians on TDY at least four (4) consecutive nights may claim these items as reimbursable expenses incurred during the TDY. Travel Approving Officials are responsible for determining the reasonableness of the expenses.

4. Request you disseminate this information to your site's Travel Approving Officials and employees.

4. The USACE Finance Center Point of Contact is: Brenda H. Mixon, , 901-874-8642.

FOR THE DIRECTOR:

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THOMAS L. BROCKMAN, JR.
Deputy Director, Accounting Operations

