

Reimbursable Expenses in TPAX

Introduction This presentation provides a list of all available Expense Description choices in TPAX along with a brief explanation of each choice.

Information Please refer to [The Joint Travel Regulations](#) for an in-depth description and when to use each choice. The descriptions below and in TPAX align with the JTR.

Reimbursable Expenses See chart below.

Expense Description	Explanation/Examples of Uses
ATM USE GTCC TRANSACTION FEES – CIV ONLY	ATM fee charged to Government Travel Credit Card for Civilians Only
AUTO MILAGE TDY RATE	Round trip mileage paid for transport to and from airport; POV travel in/around TDY site when POV more advantageous
BAGGAGE CHECK IN FEE AT CURBSIDE	Civilian only
BAGGAGE EXCESS ACCOMP – TRANS COST	PCS to OCONUS (Bahrein, HI)
BAGGAGE EXPENSE STORAGE TRANSER FEE	Fee charged by airport to store bags during layovers; fee charged by airport to transfer bags (different airline)
BAGGAGE TIPS – MIL DISABILITY ONLY	
BIRTH-HEALTH IDENTITY CERT OCONUS MIL	PCS reimbursement for official documents needed to move OCONUS
COMMUNICATION SERVICE EXP – CIV ONLY	For wifi, phone, fax, etc. costs
CONFERENCE REG FEE – FORM REQUIRED	CG-8 Form fee
CTO – TMC FEES	Commercial Travel Office (CTO) - Travel Management Company (TMC) Fees (SATO, ADTRAV, RESDESK)
GOVT CONV AUTHORIZED FEES – MIL ONLY	Government Conveyance fees (MAC flights)
GOVT CONV GAS – OIL – MIL ONLY	Gas and oil costs while using government conveyance
INCIDENTAL EXPENSE – IE – MIL PCS ONLY	PPC IN-HOUSE ONLY
INSURANCE-DRIVING RELATED OCONUS	Extra insurance for a driver (Must be authorized on orders)
LAUNDRY-DRY CLEANING EXP – CIV CONUS	Laundry expenses for Civilians only
LICENSE-PERMIT-INTERNATIONAL DRIVERS	Cost of license required to drive in certain countries
LOCAL AREA TRANSIT-TAXI-SPEC CONV	Costs to use Taxi's, UBER, LIFT, etc.

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Reimbursable Expenses in TPAX, Continued

**Reimbursable
Expenses,**
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Expense Description	Explanation/Examples of Uses
LODGING MAND ENERGY SURFEES – CIV ONLY	Energy Surcharge fees for Civilians only
LODGING MANDATORY FEES-CHARGES	Safe in Room fees/mandatory cleaning fees
LODGING REIM WHILE ON LV – MIL ONLY	Long Term (LT) orders only. See TDY LT LV/Additional TDY Guidance
LODGING RESORT FEE – MANDATORY	Mandatory Resort Fees
LODGING TONO – TONO TRANS – CONSEC	TDY Back to Back orders consecutive lodging
LODGING-DUAL – MIL ONLY	Keep paying for lodging while not there (TDY elsewhere); must be authorized
MERCHANT SURCHARGE – MIL ONLY	A surcharge from a merchant (up to 4%). MUST show on the GTCC Monthly Statement
MILITARY WORKING DOG AUTH EXP MIL ONLY	Must be on travel authorization
NONREFUND-FORFEITED DEP PENALTIES	Must be authorized
PARKING TRANSPORTATION HUB	Parking at airport, bus terminal, etc. Please refer to JTR 2-13 for specifics.
PARKING-LOCAL – OTHER	Parking at hotel, restaurant, parking garage, etc.
PASSPORT-VISA-GREEN CARD AUTH FEES	PCS/TDY travel OCONUS for cost of passports, VISA, etc.; must be authorized
PER DIEM TONO-TONO 25 PERCENT	Back to back Per Diem reimbursement for final day of first orders and first day of second orders
PET QUARANTINE – MIL PCS ONLY	PCS orders OCONUS (limit of \$550.00)
REDUCED MILEAGE RATE AT MIL PCS RATE	PPC IN-HOUSE ONLY
REGISTRATION FEE – NON TRAINING	A fee required for a conference attendance not to include fees for training course attendance. Refer to JTR for specifics.
RENTAL GPS FOUO – MIL ONLY	Authorized to use GPS for navigation (no street signs).
RENTAL NECESSARY GAS-OIL	Gas and oil costs to run a rental vehicle.
RENTAL TOLL COLLECTION TRANSPONDER – MIL	Must be paid for prior to use of rental vehicle if not included in the rental agreement.
RENTAL VARIOUS AUTH EXPENSES	Upgrade fee, must be authorized on the orders/amendment
RENTAL VEHICLE – SPEC CONV	Car rental costs
ROOM RENTAL CONF CENTER OFF BUSINESS	

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Reimbursable Expenses in TPAX, Continued

Reimbursable
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Expense Description	Explanation/Examples of Uses
SERVICE FEE INTERPRETER WITH AO AUTH	OCONUS interpreter for driver, delegate, etc.
STORAGE OF PROPERTY USED ON OFF BUSIN	Property storage while not on site (away from hotel)
TIP TAXI DRIVER-VALET CIV NTE 15 PERCENT	Civilian tipping for services not to exceed 15 percent
TOLLS BRIDGE-ROAD-TUNNEL-FERRY	Tolls paid for use of bridges, tunnels
TRANSPORTATION AIRFARE	Airplane ticket costs
TRANSPORTATION AMHS	Alaska Marine Highway System-Ferry ticket cost; must provide proof member paid.
TRANSPORTATION BUS FARE	Bus ticket costs
TRANSPORTATION TRAIN FARE	Train ticket costs
WHEELCHAIR RENTAL TRANSPORT – CIV ONLY	Cost of renting or transporting specialized equipment needed at a TDY location
