

## Joint Travel Regulations (JTR)

### C1008 DEFENSE TRAVEL SYSTEM (DTS)

#### E. A Typical Business Trip

##### 2. During the Trip

b. Receipts. The traveler must produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. ***A 'hotel' receipt from an online booking agent, that is not itemized, is not a lodging receipt.***

### C1310 RECEIPT REQUIREMENT

\*B. Lost Receipt. If a receipt is impracticable to obtain or has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the lodging facility's name and address, the dates lodging was obtained, whether or not others shared the room (and the sharer's status as an official traveler), and the cost incurred. ***A 'lost receipt' statement does not substitute for an online booking hotel receipt.***

### C4555 RULES CONCERNING LODGING AND LODGING COST

#### B. Allowable Lodging Expenses.

5. Online Booking Tool. Despite any savings realized through online booking agents, subject to Service requirements the CTO should be used for lodging arrangements or the traveler should reserve a room directly with the hotel/chain (including the hotel's online website). ***Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.***

## Appendix O: TDY Travel Allowances (JFTR/JTR)

### T4040 LIVING EXPENSES (PER DIEM)

#### A. Lodging Overnight Required - Business Travel Standards

8. On-Line Booking Tool. Despite any savings realized through online booking agents, subject to Service requirements the CTO should be used for lodging arrangements or the traveler should reserve a room directly with the hotel/chain. ***Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.***

### T4050 TAKING A TYPICAL BUSINESS TRIP

#### B. During the Trip

2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. ***A 'hotel' receipt from an online booking agent, that is not itemized, is not a lodging receipt.***