



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1635**

JUN 1 2012

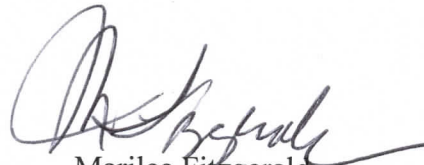
**MEMORANDUM FOR ALL DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS  
EMPLOYEES**

**SUBJECT: Shipping Excess Baggage on Renewal Agreement Travel**

Each traveler on Renewal Agreement Travel (RAT) orders is authorized to ship up to 100 pounds per person of excess baggage (baggage in addition to what is allowed by the airlines), which should include items necessary for the RAT trip. Many employees opt to mail their excess baggage and get reimbursed after they complete their travel and file their travel vouchers. Due to limitations in the Joint Travel Regulations (JTR), the Department of Defense Education Activity (DoDEA) implemented a policy to require a memorandum from the local Travel Management Office (TMO) to validate the amount of shipping authorized for reimbursement.

Based upon recent changes in the JTR, the TMO memorandum is no longer required. While the remark may still appear on some orders as we update our systems, the Defense Finance and Accounting Service will no longer require the memorandum to process reimbursement for the cost of mailing the excess baggage. Employees will still need to include receipts for any mailings with their travel voucher. The receipts must show the actual weight of each package shipped. Please note that extra costs, such as optional insurance, are not reimbursable.

Should you have any questions, please contact your local Human Resources Representative.

  
Marilee Fitzgerald  
Director