

Sample Excess Cost Agreement

The following is a sample excess cost agreement required in the Joint Travel Regulations (JTR), paragraph 033102.

DoD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee's or Dependent's Name: _____

has been determined to be: _____
(Designated Point)

I agree to pay or reimburse to the Government excess travel and transportation costs incurred by myself, my dependent, attendant, escort, or accompanying family member over what such travel to and from the designated point would have cost.

Employee's Signature

Date