



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

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www.defensetravel.dod.mil

PDTATAC/tlw

20 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 63-16(I) -- App I4 Reference and Website Updates

1. **SYNOPSIS:** Updates and corrects all DD Form references and website links in App I4.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by PDTATAC Staff.
4. These changes are scheduled to appear in the JTR, dated 1 June 2016.
5. This determination is effective on 1 June 2016.
6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

JOEL T. RIDENOUR

Chief, Policy and Regulations Branch

Attachment:

Rev 1

Civilian E-Mail Distribution:

CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

APPENDIX I: TRAVEL ORDERS

PART 4: ORDER PREPARATION

EMPLOYEES ONLY

A. TDY Travel

*1. **General.** ~~DD Form 1614~~ [DD Form 1610](#) (Request and Authorization for TDY Travel of DoD Personnel) is used for all official TDY travel, FEML travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations (authentications), and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov't-discounted rates.

***NOTE:** ~~DD Form 1614~~ [DD Form 1610](#) must not be used for invitational travel or a contractor's travel.

*2. ~~DD Form 1614~~ [DD Form 1610](#) Preparation. ~~DD Form 1614~~ [DD Form 1610](#) ordinarily is self-explanatory. Special explanatory material for completing certain items on ~~DD Form 1614~~ [DD Form 1610](#) follows:

NOTE: See App I3, par. B for specific information required on each order.

Item 4. POSITION TITLE AND GRADE/RATING--This information is not required if the travel approving/directing official determines that inclusion of this information may endanger the employee.

Item 6. ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

Item 8. AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY PURPOSE (App H)--Insert one of the applicable standardized purpose categories listed in App H. *This is required.*

Item 10.

a. APPROX. NO OF TDY DAYS (*Including Travel Time*)--Self-explanatory. **NOTE:** *The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.*

b. DEPARTURE DATE (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. **NOTE:** *Official travel may begin as many as seven days before or seven days after the indicated departure date.*

Item 11. ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. 2215. **NOTE:** *This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.*

Item 12. TRANSPORTATION MODE--Indicate in the applicable block(s) the commercial, Gov't, and/or local transportation mode(s) authorized. If the TO determines the mode, indicate accordingly in the block provided. If POC travel is authorized whether or not to the Gov't's advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the Gov't's advantage or if reimbursement is limited. **NOTE:** *Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.*

Item 13. Per Diem--When per diem using the Lodging Plus computation method in Ch 4, Part B1 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (*Specify*)" and enter the appropriate rate information. For example:

- a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*).” If anticipated expenses justify a lower per diem rate and a reduced rate of \$60 is authorized under par. 4095-C, the entry should be “reduced rate \$60.”

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. 4095- B, C, and D) for the rate shown.

- b. RESERVED

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

Item 15. ADVANCE AUTHORIZED--Requester leaves blank. This item is for travel or transportation advances from the Gov't to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

Item 16. REMARKS--This space is for special authorities, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, conference registration fees, etc. The following statement may or must be use as appropriate to the official travel.

- a. Commercial transportation tickets -- "*If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher.*" The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.
- b. Excess Accompanied Baggage -- "_____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. 3105.
- c. Delay in en route -- Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.
- d. 'Other Than Economy/Coach' Accommodation Authority -- Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.
 - (1) First class air accommodation -- "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first class airfare and the economy/coach airfare is (\$XXX.XX)." See Ch 3, Part F and App H2B; or
 - (2) Business class air accommodations -- "The use of business class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H3A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business class airfare and the economy/coach airfare is (\$XXX.XX)." See Ch 3, Part F, and App H2A. **NOTE:**

Only an official, designated IAW par. 3510-A, has authorization/approval authority for first class accommodations and par. 3510-A for business class accommodations.

- e. Special Requirements -- Include instructions if the TDY assignment involves special clothing, or other conditions apply. **NOTE: These instructions are for the traveler and do not carry any reimbursement authority.**
- f. Accompanied Traveler -- Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, employee).
 - (1) Cite par. 7210 or 7215 when traveling as an attendant or escort for a Service member's dependents.
 - (2) Cite par. 7320 when traveling as a civilian family member of a seriously ill or injured member.
- g. GTCC – See [DoD FMR, Vol. 9](#) when a GTCC is not accepted or cannot be used, and par. 2500.
- *h. Conference Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee if a registration fee is authorized.
- i. POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the Gov't's advantage. See Ch 4, Part G.
- k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).
- l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- m. RESERVED
- n. RESERVED
- o. RESERVED
- p. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full Gov't allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source ([Joint Ethics Regulation \(JER\)](#), [DoD 5500.7-R](#)), covers some but not all of the allowable travel and subsistence expenses. See Ch 4, Part B to determine the applicable maximum allowances.
- q. Pet Transportation -- Include the following statement on an order for travel to foreign locations and back to the U.S.

***NOTICE (par. 5768):** A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a [FWS pet bird fact sheet at http://international.fws.gov/pdf/pe.pdf](http://international.fws.gov/pdf/pe.pdf), and an [application for the one-time import, export, or re-export of pets into/from the U.S. at http://forms.fws.gov/3-200-46.pdf](http://forms.fws.gov/3-200-46.pdf) (See Ch 5, Part B8).

r. 'Fly America' Act -- Include the endorsement required by par. 3525-F when use of a commercial foreign flag air carrier/ship is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel -- Indicate "EVT transportation authorized for dependent under Ch 7, Part A3 and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under JTR par. 7020.", and include the dependent's name. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

u. Include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

v. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

Item 17. TRAVEL-REQUESTING OFFICIAL (*Title and signature*) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. TRAVEL-APPROVING/DIRECTING OFFICIAL (*Title and signature*) other than the official signing in block 17.

Item 19. ACCOUNTING CITATION--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The Fund-Approving Official (App A1) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO (*Title and signature*). Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature.

NOTE: *Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in [B-261647, 26 June 1995](#), which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.*

Item 22. TRAVEL AUTHORIZATION NUMBER -- Show the identifying number and/or symbol assigned by the issuing office.

3. Distribution. App I2, par. H.

B. Permanent Duty Travel

1. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel ([DD Form 1614](#)) is used as a request and order for all official PCS/TCS travel by an employee and family. See App I3, par. F2, and [DD Form 1614](#).

NOTE 1: [DD Form 1614](#) must not be used for contractor's travel.

NOTE 2: *An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD Component must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the Gov't. See par. 5570. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.*

2. DD Form 1614 Preparation. [DD Form 1614](#) is ordinarily self-explanatory. Special explanatory material for completing certain items on [DD Form 1614](#) follows:

NOTE: See App I3, par. B for specific information required on each order.

Item 6. Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See the [OPM website](#) for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty station travel.

Item 8. New Official Station and Location, Actual Residence or Alternate Destination—Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that an employee may have requested indicating the employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the employee's service agreement. The employee is financially responsible for all excess cost.

Item 10. Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. House hunting Trip--Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

Item 16. Other Authorized Expenses--This block is for travel and/or transportation advances from the Gov't to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. Dependent Travel - The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the [DD Form 1614](#)) before/after the employee doesn't need any statement on the [DD Form 1614](#) or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Ch 5, Part B3c.

***Item 22.** Accounting Citation--Show fiscal data IAW regulations of the DoD Component concerned. *Please ensure that funds are obligated against the order.* [Transportation Account Codes \(TAC\): Army; Air Force-F750/FCHP; Navy and Marine Corps; and DoD personnel/DoD personnel.](#)

Item 23. Travel Approving/Directing Official (see App A1). Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO (see App A1). Indicate the order-issuing organization, address, signature of the AO.

Item 27. Claimant – Forward Completed Claim to the Following Address--The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

Item 28. Remarks or Other Authorizations—In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- a. House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.
- b. TDY--Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.
- c. 'Other Than Economy/Coach' Accommodations--Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.
 - (1) First-class air accommodations--"The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is (\$XXX.XX)." See Ch 3, Part F and App H2B, or
 - (2) Business-class air accommodations-- "The use of business-class transportation is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (App H3A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is (\$XXX.XX)." See Ch 3, Part F and App H2A.

NOTE: Only an official, designated IAW par. 3510-A, has authority for first-class accommodations authorization/approval and par. 3510-A for business accommodations authorization/approval.

- d. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- e. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).
- f. Indicate the issuing CTO's name, address, PoC with phone number and DSN (including area code for each).
- g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.
- h. POC Use Is Not to the Gov't's Advantage--Indicate when POC travel is not to the Gov't's advantage. When travel is by POC (specifically by privately owned boat) and not to the Gov't's advantage, a statement must be placed on the order that Gov't procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov't procured air transportation, plus appropriate per diem. See par. 5622.
- i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.
- (1) 'Fly America' Act--Include the endorsement required by par. 3525-F when commercial foreign flag air carrier/ship use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.
 - (2) Pet Transportation--Include the following statement on an order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain an [FWS pet bird fact sheet](#) and an [application for the one-time import, export, or re-export of pets into/from the U.S.](#) See Ch 5, Part B8.
- j. Include notice that if an order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).
3. Distribution. App I2, par. H.
4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 ([5 USC §552a](#)) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" ([DD Form 1614](#)). The form may be reproduced locally and made available to the individual supplying data shown on [DD Form 1614](#). The form is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program.

The following pages are the same policy preceding this page but showing tracked changes.



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PDTATAC/tlw

20 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 63-16(I) -- App I4 Reference and Website Updates

1. **SYNOPSIS:** Updates and corrects all DD Form references and website links in App I4.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by PDTATAC Staff.
4. These changes are scheduled to appear in the JTR, dated 1 June 2016.
5. This determination is effective on 1 June 2016.
6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

JOEL T. RIDENOUR

Chief, Policy and Regulations Branch

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PART 4: ORDER PREPARATION

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***NOTE:** DD Form 1610 must not be used for invitational travel or a contractor's travel.

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Item 6. ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

Item 8. AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY PURPOSE (App H)--Insert one of the applicable standardized purpose categories listed in App H. *This is required.*

Item 10.

a. APPROX. NO OF TDY DAYS (*Including Travel Time*)--Self-explanatory. **NOTE:** *The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.*

b. DEPARTURE DATE (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. **NOTE:** *Official travel may begin as many as seven days before or seven days after the indicated departure date.*

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- a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*).” If anticipated expenses justify a lower per diem rate and a reduced rate of \$60 is authorized under par. 4095-C, the entry should be “reduced rate \$60.”

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. 4095- B, C, and D) for the rate shown.

- b. RESERVED

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

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- b. Excess Accompanied Baggage -- "_____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. 3105.
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 - (2) Business class air accommodations -- "The use of business class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H3A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business class airfare and the economy/coach airfare is (\$XXX.XX)." See Ch 3, Part F, and App H2A. **NOTE:**

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- g. GTCC -- See [DoD FMR, Vol. 9](#) when a GTCC is not accepted or cannot be used, and par. 2500.

- *h. Conference Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee if a registration fee is authorized.

- i. POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the Gov't's advantage. See Ch 4, Part G.

- k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).

- l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

- m. RESERVED

- n. RESERVED

- o. RESERVED

- p. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full Gov't allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source ([Joint Ethics Regulation \(JER\)](#), [DoD 5500.7-R](#)), covers some but not all of the allowable travel and subsistence expenses. See Ch 4, Part B to determine the applicable maximum allowances.

- q. Pet Transportation -- Include the following statement on an order for travel to foreign locations and back to the U.S.

***NOTE:** A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a [FWS pet bird fact sheet](#) and an [application for the one-time import, export, or re-export of pets into/from the U.S.](#) See Ch 5, Part B8.

r. 'Fly America' Act -- Include the endorsement required by par. 3525-F when use of a commercial foreign flag air carrier/ship is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel -- Indicate "EVT transportation authorized for dependent under Ch 7, Part A3 and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under JTR par. 7020.", and include the dependent's name. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

u. Include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

v. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

Item 17. TRAVEL-REQUESTING OFFICIAL (*Title and signature*) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. TRAVEL-APPROVING/DIRECTING OFFICIAL (*Title and signature*) other than the official signing in block 17.

Item 19. ACCOUNTING CITATION--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The Fund-Approving Official (App A1) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO (*Title and signature*). Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature.

NOTE: *Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in [B-261647, 26 June 1995](#), which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.*

Item 22. TRAVEL AUTHORIZATION NUMBER -- Show the identifying number and/or symbol assigned by the issuing office.

3. Distribution. App I2, par. H.

B. Permanent Duty Travel

1. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel ([DD Form 1614](#)) is used as a request and order for all official PCS/TCS travel by an employee and family. See App I3, par. F2, and [DD Form 1614](#).

NOTE 1: [DD Form 1614](#) must not be used for contractor's travel.

NOTE 2: *An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD Component must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the Gov't. See par. 5570. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.*

2. DD Form 1614 Preparation. [DD Form 1614](#) is ordinarily self-explanatory. Special explanatory material for completing certain items on [DD Form 1614](#) follows:

NOTE: See App I3, par. B for specific information required on each order.

Item 6. Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See the [OPM website](#) for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty station travel.

Item 8. New Official Station and Location, Actual Residence or Alternate Destination—Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that an employee may have requested indicating the employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the employee's service agreement. The employee is financially responsible for all excess cost.

Item 10. Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. House hunting Trip--Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

Item 16. Other Authorized Expenses--This block is for travel and/or transportation advances from the Gov't to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. Dependent Travel - The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the [DD Form 1614](#)) before/after the employee doesn't need any statement on the [DD Form 1614](#) or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Ch 5, Part B3c.

***Item 22.** Accounting Citation--Show fiscal data IAW regulations of the DoD Component concerned. *Please ensure that funds are obligated against the order.* [Transportation Account Codes \(TAC\)](#): [Army](#); [Air Force](#); [Navy and Marine Corps](#); and DoD personnel.

Item 23. Travel Approving/Directing Official (see App A1). Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO (see App A1). Indicate the order-issuing organization, address, signature of the AO.

Item 27. Claimant – Forward Completed Claim to the Following Address--The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

Item 28. Remarks or Other Authorizations—In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- a. House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.
- b. TDY--Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.
- c. 'Other Than Economy/Coach' Accommodations--Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First-class air accommodations--"The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is (\$XXX.XX)." See Ch 3, Part F and App H2B, or

(2) Business-class air accommodations-- "The use of business-class transportation is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (App H3A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is (\$XXX.XX)." See Ch 3, Part F and App H2A.

NOTE: Only an official, designated IAW par. 3510-A, has authority for first-class accommodations authorization/approval and par. 3510-A for business accommodations authorization/approval.

- d. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- e. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).
- f. Indicate the issuing CTO's name, address, PoC with phone number and DSN (including area code for each).
- g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.
- h. POC Use Is Not to the Gov't's Advantage--Indicate when POC travel is not to the Gov't's advantage. When travel is by POC (specifically by privately owned boat) and not to the Gov't's advantage, a statement must be placed on the order that Gov't procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov't procured air transportation, plus appropriate per diem. See par. 5622.
- i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.
- (1) 'Fly America' Act--Include the endorsement required by par. 3525-F when commercial foreign flag air carrier/ship use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.
 - (2) Pet Transportation--Include the following statement on an order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain an [FWS pet bird fact sheet](#) and an [application for the one-time import, export, or re-export of pets into/from the U.S.](#) See Ch 5, Part B8.
- j. Include notice that if an order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).
3. Distribution. App I2, par. H.
4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 ([5 USC §552a](#)) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" ([DD Form 1614](#)). The form may be reproduced locally and made available to the individual supplying data shown on [DD Form 1614](#). The form is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program.