



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tlw

28 July 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 97-15(I) -- HHT Computation Methods

1. **SYNOPSIS:** This item clarifies information on HHT computation methods in pars. 5534 and 5552; adds wording in par. 5584-A to align with FTR wording; and moves information in par. 5884-B to correctly align with references throughout the JTR.
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 September 2015.
5. **This determination is effective when printed in the JTR.**

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

JTR REVISIONS

5534-C2c(5)

(5) HHT (lump sum method only); and

5552-A and B

5552 PER DIEM COMPUTATION

A. General. The per diem rates, prescribed for PDT in par. 5534-C, apply when computing per diem for HHT (Standard CONUS rate for the Lodging Plus method, and locality rate for the lump sum method), en route travel to the new PDS, RAT, and separation travel.

B. HHT. See Ch 5, Part B12.

5840-A1d, e, and f

d. Example 3 -- Authorized a HHT (Lump Sum) for the spouse (paid at the 5 multiplier rate (par. 5840-B2b)) and 60 days for TQSE(AE)

*10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. 5884-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Lump Sum) is paid under par. 5884-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a HHT.

e. Example 4 -- Authorized a HHT (Lump Sum) for the employee and spouse (paid at the 6.25 multiplier rate (par. 5840-B2a)) and 60 days for TQSE(AE)

*10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. 5884-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Lump Sum) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Lump Sum) is paid under par. 5884-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

f. Example 5 -- Authorized a HHT (Lump Sum) for employee and spouse (par. 5840-B2a) and 25 days TQSE(LS) for the employee and dependents

*8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(LS) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Lump Sum) as indicated in par. 5884-B2a and TQSE(LS) for 25 days as indicated in par. 5796.

NOTE: (a) There is no deduction from the number of days authorized for TQSE(LS) for the number of days paid under HHT (Lump Sum) or reimbursed under HHT (Lodging-Plus method) for a HHT, and (b) TQSE(LS) is paid for the number of days authorized not the number of days temporary lodging was occupied.

5884-A and B

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the 'Lodging Plus' method as in par. 5884-B1.

*2. A DoD Component may offer to pay a lump sum for subsistence expenses. See par. 5884-B2 and FTR, §302-5.104. The following are factors in determining whether or not to offer lump sum reimbursement:

a. Administration Ease. Per diem payment under par. 5884-B1 ('Lodging Plus' method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. 5884-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case by case basis. A single generic decision for all PCS moves is not authorized.

*c. Employee Treatment. When the lump sum reimbursement method is offered to the employee, the employee may choose between the Lodging Plus method or the lump sum method for the HHT subsistence expense reimbursement. The Agency should consider employee morale and productivity as well as direct costs in determining which method to offer.

B. Methods. Calculate an employee's subsistence allowance IAW par. 5884-B1 or 5884-B2.

Effective date of transfer of 1 August 2011 or later.

1. Lodging Plus Computation Method. The standard CONUS per diem rate applies, using the computation in pars. 4130 and 5592, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

*2. Lump Sum. The amount calculated below., as applicable:

a. The employee and spouse both travel (together or separately), multiply the applicable locality [per diem rate](#) by 6.25, or

b. If only one person (the employee or the spouse) travels, multiply the applicable locality [per diem rate](#) by 5.

*3. AEA. AEA in Ch 4, Part C, may not be authorized/approved for a HHT.

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



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A. General. The per diem rates, prescribed for PDT in par. 5534-C, apply when computing per diem for HHT ([Standard CONUS rate for the Lodging Plus method, and locality rate for the lump sum method](#)), ~~e~~~~n~~ ~~r~~Route ~~t~~Travel to the ~~n~~New PDS, RAT, and ~~s~~Separation ~~t~~Travel.

B. HHT. See Ch 5, Part B12, ~~except for determining the applicable rates. See subpar. A above.~~

5840-A1d, e, and f

d. Example 3 -- Authorized a HHT (Lump Sum) for the spouse (paid at the 5 multiplier rate (par. 5840-B2b)) and 60 days for TQSE(AE)

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NOTE: (a) *There is no deduction from the number of days authorized for TQSE(LS) for the number of days paid under HHT (Lump Sum) or reimbursed under HHT (Lodging-Plus method) for a HHT, and (b) TQSE(LS) is paid for the number of days authorized not the number of days temporary lodging was occupied.*

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