



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tlw

4 August 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

CTD for CAP 112-16(I) -- MEA Reimbursement

1. **SYNOPSIS:** Clarifies that “basic gross pay” includes locality pay when calculating MEA.
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 October 2016.
5. This determination is effective when printed in the JTR.
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

JTR REVISIONS

5818 REIMBURSEMENT

*B. Minimum Payment. The minimum payment based on 1 or 2 week's basic gross pay includes locality pay and is calculated based on the new PDS location. The following may be paid without receipts or itemized statements:

- *1. Employees without Dependents. Pay the lesser of \$650 or the equivalent of 1 week's basic gross pay;
- *2. Employees with Dependents. Pay the lesser of \$1,300 or the equivalent of 2 week's basic gross pay; or
- *3. Employees with Dependents, but Whose Dependents and HHG are Not Relocated. Pay the lesser of \$650 or the equivalent of 1 week's basic gross pay.

a. The employee is authorized the difference between the amount initially received and the amount allowed under par. 5818-B2, when the employee:

* (1) Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence. Reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and

* (2) Relocates the dependents or HHG within the 1 year limitation;

*b. An employee is authorized MEA, at the with dependents rate, even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS ([B-184558, 12 August 1976](#)).

*c. An employee is authorized MEA, at the without dependents rate, if the employee's dependents return early IAW par. 5576-H and do not relocate the household when the employee returns and is authorized PCS allowances ([B-194061, 12 September 1979](#)). For an employee to be authorized MEA at the with dependents rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

*C. Maximum Payment. The maximum payment (1 or 2 week's basic gross pay) includes locality pay and is calculated based on the new PDS location.

1. The AO may authorize/approve MEA in excess of the amount in par. 5818-B if the:

*a. Claim is justified by receipts of expenses incurred, and

*b. Total amount does not exceed the employee's basic gross pay of:

* (1) 1 week, if the employee is without dependents, or

* (2) 2 weeks, if the employee has dependents who were relocated.

*2. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in [5 USC §5332](#).

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



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JTR REVISIONS

5818 REIMBURSEMENT

*B. Minimum Payment. The minimum payment based on (1 or 2 week's basic gross pay) includes locality pay and is calculated based on the new PDS location. The following may be paid without receipts or itemized statements:

*1. Employees without Dependents. Pay the lesser of \$650 or the equivalent of 1 week's basic ~~compensation~~gross pay;

*2. Employees with Dependents. Pay the lesser of \$1,300 or the equivalent of 2 week's basic ~~compensation~~gross pay; or

*3. Employees with Dependents, but Whose Dependents and HHG are Not Relocated. Pay the lesser of \$650 or the equivalent of 1 week's basic ~~compensation~~gross pay.

*a. The employee is authorized the difference between the amount initially received and the amount allowed under par. 5818-B2, when the employee:

(1) Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence. ~~Reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and~~

(2) Relocates the dependents or HHG within the 1-year limitation;

*b. An employee is authorized MEA₂ at the with dependents rate, even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS ([B-184558, 12 August 1976](#)).

*c. An employee is authorized MEA₂ at the "without dependents rate" if the employee's dependents return early IAW par. 5576-H and do not relocate the household when the employee returns and is authorized PCS allowances ([B-194061, 12 September 1979](#)). For an employee to be authorized MEA at the "with dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

*C. Maximum Payment. The maximum payment (1 or 2 week's basic gross pay) includes locality pay and is calculated based on the new PDS location.

*1. The AO may authorize/approve MEA in excess of the amount in par. 5818-B if the:

*a. Claim is ~~supported~~justified by ~~evidence of receipts of~~ expenses incurred, and

*b. Total amount does not exceed the employee's basic ~~salary rate~~gross pay of:

(1) 1 week, if the employee is without dependents, or

(2) 2 weeks, if the employee has dependents who were relocated.

~~2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.~~

*23. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in [5 USC §5332](#).

~~*4. A claim for more than the amount authorized in par. 5818-B must be justified.~~