



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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PDTATAC/vap

27 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 59-11(E) -- HHT

1. **SYNOPSIS:** Makes the standard CONUS rate the per diem rate for calculating the actual expense HHT reimbursement to eliminate the discrepancy between HHT and TQSE actual expense.
2. These changes are scheduled to appear in JTR change 551, dated 1 September 2011.
3. This determination is *effective on 1 August 2011*.

**DANE SWENSON**

Chief, Enterprise Operations Division

Attachment:

Rev 2

**Civilian E-Mail Distribution:**

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

## JTR PROPOSED REVISIONS:

### C1101-G:

\*G. House-hunting Trip (FTR §302-5.16). An advance may be paid for HHT expenses. The advance may not exceed the anticipated transportation costs sum, and the maximum per diem allowable under the 'Lodgings-Plus' method in par. C5624-B1 for the HHT location and duration. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced. *The lump sum per diem payment under par. C5624-B2 is not an advance but rather is a payment.* See par. C5632.

### C5372:

**NOTE:** All changes from HHT (fixed) to HHT (lump sum) in par. C5372 are in CAP 60-11(E) – TQSE.

### C5606, item 2:

*\*2. HHT(lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. C5624-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.*

### C5612, item 2:

\*2. Whether subsistence reimbursement is per diem under the Lodgings-plus method (par. C5624-B1) or a lump sum (par. C5624-B2);

### C5620:

#### **C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY ([FTR §302-5.14](#))**

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.

\*2. When the new PDS is less than 250 miles, POC transportation is to the GOV'T's advantage. However, a traveler can't be required to use a POC so the AO may authorize another transportation mode.

\*3. When the distance to the new PDS is 250 or more miles, common carrier is to the GOV'T's advantage. The AO may authorize/approve POC to the GOV'T's advantage when, **and only when**, a written cost comparison demonstrates POC is cost effective.

\*4. If POC transportation is to the GOV'T's advantage, the MALT rate in par. C2505 applies.

\*5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

\*6. The employee is authorized transportation expenses (including transportation between carrier terminals).

### C5624-A2:

\*2. A DoD Component may, however, offer to pay a lump sum for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer lump sum reimbursement:

- \*a. Administration Ease. Per diem payment under par. C5624-B1 ('Lodgings-Plus' method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. C5624-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. Consider employee morale and productivity as well as direct costs.

### **C5624-B:**

B. Methods. Calculate an employee's subsistence allowance IAW par. C5624-B1 or C5624-B2.

\*1. 'Lodgings-Plus' Computation Method. The standard CONUS per diem rate applies, using the computation as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

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

\*2. Lump Sum. The amount calculated using par. C5624-B2a or C5624-B2b, 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. Lump Sum Payment

\*a. The lump sum determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

\*b. Any balance from the determined lump sum not used by the employee for expenses:

- (1) Belongs to the employee,
- (2) Is not subject to collection, and
- (3) May be taxable ([FTR §302-5.18](#)).

### **C5624-C1c:**

\*c. The DoD Component offers a HHT and the option of either the lump sum option (par. C5624-B2) or the 'Lodgings-Plus' option (par. C5624-B1).

### **C5624-C2:**

**\*NOTE:** The *per diem rates* used in the examples below are for illustrative purposes only and may not reflect current rates. See par. C4550-F3 for the current Standard CONUS per diem rate.

\*2. Example 1. The traveler is authorized a 10-day HHT with per diem computed under the ‘Lodgings-Plus’ computation method. The standard CONUS per diem rate applies. See par. C5624-B1. The traveler and spouse travel together. **The traveler must provide lodging receipts.**

<b><u>Employee’s Per Diem</u></b>		
Travel day to Arlington:	*75% x \$46 = \$34.50 + \$70 (single lodging cost) =	*\$ 104.50
8 days in the Arlington Area:	*\$70 (Lodging) + \$46 (M&IE) = \$116/day x 8 days =	*\$1928.00
Travel day back to the PDS:	*75% x \$46 =	+ *\$ 34.50
<b>Total Per Diem for Employee</b>		<b>*\$1,067.00</b>
<b><u>Spouse’s Per Diem</u></b>		
*Using par. C5125-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
<b>Total Per Diem for Spouse</b>	*75% x \$1,067.00 (employee’s per diem) =	<b>*\$800.25</b>
<b><u>Total Per Diem Payment</u></b>		
Employee’s per diem		*\$1,067.00
Spouse’s per diem		+ *\$800.25
<b>Total Per Diem for Employee and Spouse</b>		<b>*\$1,867.25</b>

**C5624-C3:**

\*3. Example 2. The employee is authorized a lump sum HHT. Par. C5624-B2a. **No lodging receipt is required.**

<b>*Total Lump Sum Subsistence for the Employee and Spouse</b>	*\$201 (locality rate) x 6.25 (lump sum rate for employee and spouse) =	<b>\$1,256.25</b>
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**C5624-C4:**

4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

<b><u>Situation A:</u></b>		
*The employee elects the 10-day HHT with per diem computed under the ‘Lodgings-Plus’ computation method (par. C5624-B1). Using par. C5125-A, the employee is authorized per diem for the spouse up to the standard CONUS per diem rate. The employee must provide lodging receipts. <b><i>NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.</i></b>		
Travel day to Arlington:	*\$77 (lodging) + \$34.50 (75% x \$46) =	*\$ 111.50
8 days in the Arlington area:	*\$77 + \$46 = \$123/day x 8 days =	*\$984.00
Travel day back to the PDS:	*75% x \$46=	+ *\$ 34.50
<b><i>Total Per Diem for Spouse</i></b>		<b>*\$1.130.00</b>

<b><u>*Situation B:</u></b>		
*The employee elects the lump sum HHT (par. C5624-B2b) for the spouse. <b><i>No lodging receipts are required.</i></b>		
<b>*Total Lump Sum Subsistence for the Spouse</b>	*\$201 x 5 (lump sum for one person)=	<b>\$1,005.00</b>

**C5626-B2:**

\*2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. C5624-B2, does not require itemization or receipts for payment.

**C5632, item 3:**

\*3. If a HHT using the lump sum under par. C5624-B2 is offered and elected, ‘subsistence-related’ expenses payment does not constitute an advance, whereas the transportation-related expenses may be paid in advance just as for the HHT under the ‘Lodgings-Plus’ method.

**C5634:**

**C5634 HHT ICW TQSE**

\*A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a ‘Lodgings-Plus’ or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For a reimbursed:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,
2. 6-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

\*B. TQSE(LS). ***The number of days paid/reimbursed for a HHT are not deducted from TQSE(LS) IAW par. C5392.***