



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tlw

4 January 2017

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD for MAP 002-17(I) -- Dependent Student Travel of a Member

1. **SYNOPSIS:** This item moves par. 7171 (Dependent Student Travel of a Member) to Ch 5, par. 5151, in accordance with direction from the Travel Transformation Team.
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 March 2017.
5. This determination is effective when printed in the JTR.
6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

VELDA A. POTTER

Regulations Lead, Policy & Regulations Branch

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

JTR REVISIONS

Ch 5, TOC

5151 **DEPENDENT STUDENT TRAVEL (MEMBERS ONLY)**

- A. General
- B. Transportation
- C. Per Diem
- D. Travel of a DoDEA Student With Disabilities for Diagnostic and Evaluation Purposes
- E. Dependent Student Transportation to a School in the U.S.

***5151 DEPENDENT STUDENT TRAVEL (MEMBERS ONLY)**

A. General A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

- 1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
- 2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF,

is authorized transportation of the minor dependent between such school and the place of residence.

B. Transportation

- 1. Authorized transportation is:
 - a. Transportation in kind,
 - b. Transportation reimbursement (par. 5074-B2), or
 - c. A MALT (par. 5074-B3).
- 2. Gov't owned/Gov't procured transportation on a space required basis should be used when possible.
- 3. See Ch 3 for official transportation.

C. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Travel of a DoDEA Student With Disabilities for Diagnostic and Evaluation Purposes

- 1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:
 - a. A student diagnosis/evaluation under [DoDI 1342.12](#) for tuition free DoDEA students with disabilities, and
 - b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.
- 2. Reimbursement
 - a. Parent/Guardian is a Member. Reimbursement is IAW TDY travel for a member in Ch 4.

- b. Parent/Guardian is an Employee. Reimbursement is IAW TDY travel for an employee in Ch 4.
- c. Parent/Guardian is Not Gov't Employed. Reimbursement is IAW TDY travel for an employee in Ch 4.
- d. Student. Reimbursement is IAW TDY travel for an employee in Ch 4.

E. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subpar.

a. Formal education ([37 USC §430\(f\)](#)) is:

- (1) A secondary education (e.g., attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent);
- (2) An undergraduate college education;
- (3) A graduate education pursued on a full time basis at an institution of higher education (see [20 USC §1001](#) for the meaning of “institution of higher learning”); and
- (4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see [20 USC 1002\(c\)](#) for the meaning of “postsecondary vocational institution”). Post-secondary education includes a full-time program at an accredited:
 - (a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or
 - (b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in App A1, who is under age 23 and:

- (1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or
- (2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances (e.g., dependent illness, inability to schedule travel during peak travel periods, etc.), and
- (3) Meets the conditions in par. 5074.

2. Retained Travel and Transportation Authorization. A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at Gov't expense to the member's OCONUS PDS, retains the authorization for dependent travel and transportation to the member's PDS.

3. Transportation Allowances

a. A member:

- (1) Permanently stationed OCONUS; and

(2) Accompanied by a command sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependents are unmarried dependent children under age 23 attending school in the U.S. to obtain a formal education;

is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S.

b. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

4. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (e.g., mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances) is authorized.

b. Reimbursement is determined using the per diem lodging ceiling applicable to the location of the circumstance.

c. If another entity (e.g., an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for lodging expenses above that paid by the airline and within the per diem lodging ceiling for the expense location).

d. Lodging tax on the authorized payment is payable in a CONUS and non-foreign OCONUS location.

5. Travel Period Carry Over

a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.

b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days because of an unusual/emergency circumstance (e.g., an early or late holiday recess or school closing).

6. Limitations. Par. 5151-E does not apply to a member:

a. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a school in the PDS state;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 ([20 USC §921](#)); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

c. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or

d. Who has an unmarried dependent child attending a Service academy as a cadet/midshipman.

7. Travel to a Location other than the Member's OCONUS PDS/Home Port

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Gov't for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

8. Transoceanic Travel

- a. General. When AMC service is:

- (1) Reasonably available, transoceanic travel must be on a space required basis by AMC unless air travel is medically inadvisable.
- (2) Not reasonably available, Gov't procured air transportation (from a TMC) for the transoceanic travel portion is used.

- b. Travel Performed at Personal Expense

- (1) AMC Service Available. ***Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.***
- (2) AMC Service Not Available. Reimbursement (limited to the amount the Gov't would have paid for TMC provided Gov't procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

- c. Gov't Procured Transportation Not Available. Reimbursement is authorized for transportation NTE the policy constructed airfare (App A1) over the direct route between the origin and destination.

- d. Medical Travel Medically Inadvisable. Reimbursement is limited to the least costly TMC provided first class passenger accommodations on a commercial ship if air travel is medically inadvisable.

9. Travel

- a. Overland travel should be by TMC provided Gov't procured transportation, or, if a TMC is not available at personal expense on a reimbursable basis.
- b. TMC provided Gov't procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever TMC provided Gov't procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Gov't for TMC provided Gov't procured transportation between authorized points.
- d. When a POC is used, mileage (par. 2600) is authorized. The mileage amount paid cannot exceed the Gov't's cost had TMC provided Gov't procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part D, or par. 4780, as appropriate.
- f. Ch 3, Part F applies to dependent student travel.

10. UB. UB of up to 350 lbs. may be transported ICW each authorized trip between the school and the

member's PDS. The member is financially responsible for any overweight UB during educational travel.

11. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 lbs.) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round trip UB transportation.

Ch 7, TOC

NOTE TO EDITOR: DELETE PAR. 7155 AND MOVE INFORMATION TO CH 5, PAR. 5151

5076-C2

*2. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student, the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member.

6005-B3

*3. A dependent student authorized to travel to the member's PDS, under par. 5151;

6010-B4

*4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. 5151, but who instead travels (or converts the current location) to a safe haven or designated place; or,

6020-B

*B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered. A command-sponsored dependent and/or a dependent student authorized to travel under par. 5151, who is at/in the member's PDS vicinity when the evacuation is authorized/ ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent is residing 'in the PDS vicinity' when residing in the foreign area, or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependent and commutes to the PDS from a place located in an adjacent country (except the United States), the dependent also is residing in the member's PDS vicinity. A dependent, who was moved at Gov't expense to the member's OCONUS PDS and who became age 21 at the PDS, is a dependent for this Part. Further, such dependent, and any dependent transported under par. 6020-B who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. 6020-IIa.

6020-D2

*2. Dependent Student Attending School in the United States when an Evacuation Is Authorized/Ordered. When a dependent is attending school in the United States and the member is authorized transportation for that dependent to the PDS under par. 5151, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. 5151. If the dependent student joins other family members at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the dependent student is the member's only

dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within CONUS that the dependent student or member selects. Such transportation has no effect on the dependent student travel authorization between the school and the member's OCONUS PDS under par. 5151.

6020-E

*E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command-sponsored dependent, or dependent student traveling under par. 5151:

6025-D6 and D6a

*6. A Dependent Student Attending School in the U.S. when an Evacuation Is Authorized/Ordered. When a member, whose PDS has been evacuated, has a dependent student attending school in the U.S. for whom the member is authorized transportation allowances under par. 5151, the safe haven location displaces the member's PDS as the dependent student's authorized travel destination. The dependent student is authorized the safe haven evacuation allowances under Ch 6, Part A, for the dependent student who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. 6020-D2. Evacuation allowances are authorized beginning on the date the dependent student would have joined the member OCONUS had it not been for the evacuation. Unless the authority terminates sooner for other reasons under this Part, authorized allowances continue until the dependent student:

*a. Would have otherwise returned under par. 5151 from the member's PDS,

7175-D8b

*b. See [DODI 1342.12](#) for tuition free DoDEA students with disabilities, and one/both of the student's parents/guardians are present to participate in the diagnosis/evaluation (par. 5151-D) or to escort the student; or

7815-C4

*4. DoDEA dependent student IAW par. 5151 or par. 7165-B.

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



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Regulations Lead, Policy & Regulations Branch

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Rev 1

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b. Parent/Guardian is an Employee. Reimbursement is IAW TDY travel for an employee in Ch 4.

c. Parent/Guardian is Not Gov't Employed. Reimbursement is IAW TDY travel for an employee in Ch 4.

d. Student. Reimbursement is IAW TDY travel for an employee in Ch 4.

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(4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see 20 USC 1002(c) for the meaning of "postsecondary vocational institution"). Post-secondary education includes a full-time program at an accredited:

(a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or

(b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in App A1, who is under age 23 and:

(1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or

(2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances (e.g., dependent illness, inability to schedule travel during peak travel periods, etc.), and

(3) Meets the conditions in par. 5074.

2. Retained Travel and Transportation Authorization. A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at Gov't expense to the member's OCONUS PDS, retains the authorization for dependent travel and transportation to the member's PDS.

3. Transportation Allowances

a. A member:

(1) Permanently stationed OCONUS; and

(2) Accompanied by a command sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependents are unmarried dependent children under age 23 attending school in the U.S. to obtain a formal education;

is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S.

b. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

4. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (e.g., mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances) is authorized.

b. Reimbursement is determined using the per diem lodging ceiling applicable to the location of the circumstance.

c. If another entity (e.g., an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for lodging expenses above that paid by the airline and within the per diem lodging ceiling for the expense location).

d. Lodging tax on the authorized payment is payable in a CONUS and non-foreign OCONUS location.

5. Travel Period Carry Over

a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.

b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days because of an unusual/emergency circumstance (e.g., an early or late holiday recess or school closing).

6. Limitations. Par. 5151-E does not apply to a member:

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b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

c. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or

d. Who has an unmarried dependent child attending a Service academy as a cadet/midshipman.

7. Travel to a Location other than the Member's OCONUS PDS/Home Port

a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.

b. Reimbursement is limited to what it would have cost the Gov't for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

8. Transoceanic Travel

a. General. When AMC service is:

(1) Reasonably available, transoceanic travel must be on a space required basis by AMC unless air travel is medically inadvisable.

(2) Not reasonably available, Gov't procured air transportation (from a TMC) for the transoceanic travel portion is used.

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(1) AMC Service Available. *Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.*

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9. Travel

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b. TMC provided Gov't procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever TMC provided Gov't procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Gov't for TMC provided Gov't procured transportation between authorized points.

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Ch 7, TOC

7155 DEPENDENT STUDENT TRAVEL OF A MEMBER

- A. General
- B. Transportation
- C. Per Diem
- D. ~~Travel of a DoDEA Student With Disabilities for Diagnostic and Evaluation Purposes~~
- E. ~~Dependent Student Transportation to a School in the U.S.~~

NOTE TO EDITOR: DELETE PAR. 7155 AND MOVE INFORMATION TO CH 5, PAR. 5151

5076-C2

*2. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (~~par. 7155 F1b~~), the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member.

6005-B3

*3. A dependent student authorized to travel to the member's PDS, under par. ~~51517155-D~~;

6010-B4

*4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. ~~51517155-D~~, but who instead travels (or converts the current location) to a safe haven or designated place; or,

6020-B

*B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered. A command-sponsored dependent and/or a dependent student authorized to travel under par. ~~51517155-D~~, who is at/in the member's PDS vicinity when the evacuation is authorized/ ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent is residing 'in the PDS vicinity' when residing in the foreign area, or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependent and commutes to the PDS from a place located in an adjacent country (except the United States), the dependent also is residing in the member's PDS vicinity. A dependent, who was moved at Gov't expense to the member's OCONUS PDS and who became age 21 at the PDS, is a dependent for this Part. Further, such dependent, and any dependent transported under par. 6020-B who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. 6020-I1a.

6020-D2

*2. Dependent Student Attending School in the United States when an Evacuation Is Authorized/Ordered. When a dependent is attending school in the United States and the member is authorized transportation for that dependent to the PDS under par. [51517155-D](#), the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. [51517155-D](#). If the dependent student joins other family members at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the dependent student is the member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within CONUS that the dependent student or member selects. Such transportation has no effect on the dependent student travel authorization between the school and the member's OCONUS PDS under par. [51517155-E](#).

6020-E

*E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command-sponsored dependent, or dependent student traveling under par. [51517155-D](#):

6025-D6 and D6a

*6. A Dependent Student Attending School in the U.S. when an Evacuation Is Authorized/Ordered. When a member, whose PDS has been evacuated, has a dependent student attending school in the U.S. for whom the member is authorized transportation allowances under par. [51517155-D](#), the safe haven location displaces the member's PDS as the dependent student's authorized travel destination. The dependent student is authorized the safe haven evacuation allowances under Ch 6, Part A, for the dependent student who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. 6020-D2. Evacuation allowances are authorized beginning on the date the dependent student would have joined the member OCONUS had it not been for the evacuation. Unless the authority terminates sooner for other reasons under this Part, authorized allowances continue until the dependent student:

*a. Would have otherwise returned under par. [51517155-D](#) from the member's PDS,

7175-D8b

*b. See [DODI 1342.12](#) for tuition free DoDEA students with disabilities, and one/both of the student's parents/guardians are present to participate in the diagnosis/evaluation (par. [5151-D7155-C](#)) or to escort the student; or

7815-C4

*4. DoDEA dependent student IAW par. [51517155-D](#) or par. 7165-B.