



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/tgh

6 July 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 31-15(E) – Government Quarters

1. SYNOPSIS: Requires the use of Government Quarters for TDY travel when available. This item also identifies the definitions of Government Quarters on a U.S. Installation and the designation of Government Quarters on a Foreign Government Installation when approved by a commander. This item was approved by a vote of 7-0 in favor by the MAP and 5-0 in favor by the CAP.
2. These changes are scheduled to appear in the JTR, dated 1 August 2015.
3. This determination is effective when printed in the JTR.

//Approved//

JOEL RIDENOUR

for

TONIA BOCK

Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

Uniformed E-Mail Distribution:

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

Civilian E-Mail Distribution:

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

JTR REVISIONS

2555 GOV'T QTRS USE

*A. Directed Use. A member is required to use Gov't Qtrs if:

1. Sent TDY to a U.S. Installation (see App A1); *and*
- *2. The Gov't Qtrs on that U.S. Installation are adequate and available.

B. *****

2560 GOV'T QTRS AVAILABLE

*A. Checking Gov't Qtrs Availability

- *1. A member performing TDY at, or TDY to a U.S. Installation (as opposed to a town/city) *is required* to check Gov't Qtrs availability (either directly or through the CTO) at (*not near*) the assigned U.S. Installation.
- *2. The member *is not required* to seek/check for Gov't Qtrs when TDY to a U.S. Installation/ Reservation after non-availability documentation has been initially provided.
3. Example: A member, who is required to check Qtrs availability on arrival at a U.S. Installation, does so and certifies non-availability, or is issued non-availability documentation. The member cannot be required to re-check later for Qtrs availability at that U.S. Installation during that TDY period there. See par. 2570.
- *4. The member is not required to check for Gov't Qtrs availability when TDY to a Foreign Installation unless directed by competent authority in the orders.

*B. AO Directs Gov't Qtrs. The AO May direct Gov't Qtrs when participating in a combined exercise or operation, or attending a foreign service school where the use of Gov't Qtrs on that foreign installation would be prudent.

C. Availability/Non-availability Documentation

1. *****
- *2. Non-availability documentation is required only for Gov't Qtrs on (not near) an Installation at which a member is TDY.
- *3. The member is not required to check for Gov't Qtrs availability when TDY to a Foreign

Installation unless directed by competent authority in the orders.

D. Member Uses Other Lodgings as a Personal Choice. A member:

1. Should use adequate and available Gov't Qtrs on the U.S. Installation at which assigned TDY.
2. Who uses other lodgings *as a personal choice*, when adequate Gov't Qtrs:
 - a. Are available on that U.S. Installation, or
 - b. Use is directed on a foreign Installation

is limited to the Gov't Qtrs lodging reimbursement cost on the Gov't Installation to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).

E. Per Diem Limitation Not Allowed. Per diem cannot be limited based on nearby Gov't Qtrs that are not on the Gov't Installation, to which the member is assigned TDY, but on another nearby Gov't Installation, uniformed facility, or elsewhere.

2575 GENERAL

*Except when TDY to an Integrated Lodging Program Pilot location IAW par. 1265 an employee may not be:

1. Directed/required to use Gov't Qtrs, or
2. Limited to the Gov't Qtrs cost for lodging reimbursement ([44 Comp. Gen. 626 \(1965\)](#)), or
3. In virtually all circumstances, told what lodging to use.

4130 TDY LODGING

A. – D. *****

E. Gov't Qtrs

1. *****
2. *****.

*3. See par. 2560 for reimbursement computation and limitation for commercial lodging cost incurred when a member is TDY to a Gov't Installation, and Gov't Qtrs on that Gov't Installation are available and directed on the order **(Uniformed Members Only)**.

F. *****

4200 M&IE RATE DETERMINATION

A. - C. *****

D. Combatant Command (COCOM), Joint Task Force (JTF) AOR, and Schoolhouse Training (Formal Courses of Instruction)

1. *****

2. *****

3. Gov't Dining Facility/Mess. A Gov't dining facility/mess is:

a. Available only if Gov't Qtrs on a U.S. Installation are available and the command controlling the Gov't dining facility/mess has made the dining facility/mess available to the traveler.

b. *****

*4. Gov't Qtrs (Civilian Employees Only). Gov't Qtrs use may *not* be directed for a civilian employee (par. 1055-A) unless TDY to an Integrated Lodging Program Pilot location IAW par. 1265.

4250 LONG TERM TDY FLAT RATE PER DIEM

A. *****

B. Exceptions and Additional Factors. The following circumstances may affect per diem reimbursement:

1. The lodging portion of flat-rate per diem does not apply when Gov't Qtrs are available or provided or when suitable commercial lodgings are provided at no cost. If the traveler is provided one or more meals, or all meals at no cost, the GMR or PMR is applicable and flat rate per diem is not applicable.

*2. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging and is not authorized when staying with friends, relatives, or in a home owned or being purchased by the traveler, when otherwise incurring no lodging cost or lodging on a Gov't Installation. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75% or 55%) IAW par. 4250-A1 and A2. See par. 4250-B1 for proper payment of M&IE if any meals are provided.

3. *****

4605 TDY OPTIONS

NOTE *****

A. *****

B. *****

C. *****

D. *****

*E. COCOM/Joint Task Force Operations TDY Options

<u>Subsist Ashore</u>			
<u>TDY OPTION</u>	<u>SUBSISTENCE</u>	<u>PER DIEM</u>	<u>REMARKS</u>
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Gov't Qtrs and Gov't Meals - Permanent U.S. Installation	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR <u>1</u>
	*Gov't Qtrs and Gov't Meals – Temporary Gov't installation or Temporary Dining Facility/Mess Established for COCOM/JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at the Discount GMR <u>2</u>
	Gov't Qtrs and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals (in the AOR only)	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR
EUM	Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes	IE	Employee Pays for Gov't Meals at the Discount GMR (Civilian Employees Only)
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR (Civilian Employees Only)
<u>Subsist Aboard Gov't Vessel 3</u>			

TDY	Gov't Qtrs and Gov't Meals	None	*Employee Pays for Meals 4 (Civilian Employees Only)
<p><u>FOOTNOTES:</u></p> <p><u>1</u> Full GMR = Food costs plus operating expenses.</p> <p><u>2</u> Discount GMR = Food costs only.</p> <p><u>3</u> Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)</p> <p>*4. See par. 4110, item 8 when a civilian employee traveler is required to pay for meals aboard a Gov't vessel.</p>			

F. *****

APP A1:

GOVERNMENT FURNISHED VEHICLE. *****

***GOVERNMENT INSTALLATION.**

A. A U.S. Installation;

B. A base, post, yard, camp or station of a foreign nation used by U.S. personnel participating in formal training or combined operations.

C. A temporary installation where there are U.S. Gov't operations.

GOVERNMENT MEAL RATE (GMR) *****

GOVERNMENT MESS. See GOVERNMENT DINING FACILITY/MESS. *****

GOVERNMENT PROCURED TRANSPORTATION. *****

GOVERNMENT QUARTERS (GOV'T QTRS)

NOTE: Privatized housing, of any style or type and in any location, is not Gov't Qtrs. See par.

10010-C for an exception as part of a Navy test.

A. Gov't Qtrs. The following are Gov't Qtrs:

1. – 8. *****

9. Lodging facilities located on an installation of a foreign nation when these facilities actually are used or competent authority directs their use for TDY travel.

B. *****

APP O:

T4040 LIVING EXPENSES (PER DIEM)

The “Lodging Plus” computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel related reimbursable expenses (App G) if the AO authorizes/approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The cost estimate for lodging should include tax.

*b. Uniformed Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Gov't Qtrs availability (e.g., using Service/Agency procedures) at (*not near*) the U.S. Installation to which assigned TDY.

*c. * Gov't Qtrs availability/non-availability must be documented as in par. 2570-A.

*d. If a member uses other lodgings as a personal choice, lodging reimbursement is NTE the Gov't Qtrs cost on the U.S Installation to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).

*e. The member is not required to check for Gov't Qtrs availability when TDY to a Foreign Installation unless directed by competent authority in the orders.

2. *****

3. Civilian Employee

*a. Except when TDY to an Integrated Lodging Program Pilot location IAW par. 1265 an ***employee may not be ordered/required to use Gov't Qtrs, nor may the lodging reimbursement simply be limited to the Gov't Qtrs cost.***

b. *****

B. *****

C. *****

1. - 5. *****

6. Joint Task Force Operations TDY Options

TABLE 1			
*-COCOM/JOINT Task Force OPERATIONS TDY OPTIONS			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
<u>Subsist Ashore</u>			
*Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	*Traveler Pays for Lodging and Meals
	*Gov't Qtrs and Gov't Meals – Permanent U.S. Installation	Lodging and M&IE	*Traveler Pays for Lodging and Gov't Meals at the Full GMR <u>1</u>
	*Gov't Qtrs and Gov't Meals – Temporary Gov't. Installation or Temporary Dining Facilities/Mess Established for COCOM/JTF Operation	Lodging and M&IE	*Traveler Pays for Lodging and for Gov't Meals at Discount GMR <u>2</u>
	*Gov't Qtrs and Commercial Meals	Lodging and M&IE	*Traveler Pays for Lodging and Meals
	*Commercial Lodging and Gov't Meals (In AOR only)	Lodging and M&IE	*Traveler Pays for Lodging and Gov't Meals at the Full GMR
EUM	*Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes	IE	*Employee Pays for Gov't Meals at the Discount GMR <u>Civilian Employees Only</u>
Field Duty	*Gov't Qtrs and M&IE Provided	None	*Employee Pays for Gov't Meals at the Discount GMR <u>Civilian Employees Only</u>
<u>Subsist Aboard U.S. Gov't Ship 3</u>			
TDY	*Gov't Qtrs and Gov't Meals	None	*Employee Pays for Meals <u>4</u> <u>Civilian Employees Only</u>
FOOTNOTES:			
* <u>1</u> Full GMR = Food costs plus operating expenses.			
* <u>2</u> Discount GMR = Food costs only.			
* <u>3</u> Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)			
* <u>4</u> See par. 4110, item 8 when a civilian employee traveler is required to pay for meals aboard a Gov't vessel.			

NOTE: *****