MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 041-17(I) -- Move Various Pars. to Chapters 5 and 9

1. **SYNOPSIS:** This item moves various pars. to Ch 5 and Ch 9 in accordance with direction from the Travel Policy Reform Team.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the Travel Policy Reform Team.

4. These changes are scheduled to appear in the JTR, dated 1 April 2017.

5. This determination is effective when printed in the JTR.

6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

DONNA K. HADDIX
Chief, Policy & Regulations Branch

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
SCOPE
C. TDY Mileage, MALT, TLA/TLE, and Per Diem Computation

PCS REIMBURSEMENT PROVISIONS
C. TDY Mileage, MALT, TQSE, and Per Diem Computation

C. TDY Mileage, MALT, TLA/TLE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TLA, TLE, and per diem computation.

C. TDY Mileage, MALT, TQSE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TQSE, and per diem computation.

GENERAL TLA PAYMENT CONDITIONS
F. TDY Mileage, MALT, TLA, and Per Diem Computation

F. TDY Mileage, MALT, TLA, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TLA, and per diem computation.
5163  TRAVEL BY OCEANGOING CAR FERRY

A. General. When a car ferry is used, a traveler/dependent traveling by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances in this Part.

B. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. MALT. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

3. Transportation Cost. The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

4. More Than One Car Ferry. If more than one car ferry is used, MALT is payable for overland travel between ferries.

C. Ferry Fees

1. Authorized Transportation. The traveler is authorized:

   a. Gov’t procured ferry transportation; or

   b. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POC movement (55 Comp. Gen. 1072 (1976)), NTE the Gov’t procured ferry transportation cost.

2. Use of More than Two POCs. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

3. Same POC Used for More than One Trip. If the same POC is used for more than one trip, the MALT and car ferry fees apply for each trip.

D. Per Diem
1. **Lodging.** Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

2. **Travel Includes an Overnight on a Car Ferry Anywhere in the World**
   a. **Embarkation and Travel Days.** M&IE is computed using the highest CONUS M&IE rate (see App A1) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.
   b. **Debarkation Day**
      (1) The per diem rate for the traveler’s new PDS if travel ends on that day, or
      (2) For the departure day (debarkation) from the ferry, the rate is the member’s/dependent’s location at 2400 on that day (par. 5164-C). The traveler is authorized MALT Plus per diem beginning the day after the departure day (debarkation) from the ferry if travel by POC continues on the day after the departure day (debarkation) from the ferry (see par. 5164).

3. **Travel Does Not Include an Overnight on a Car Ferry.** If the ferry passage does not include an overnight, uninterrupted MALT Plus is the applicable M&IE while on the ferry (see par. 5164).

4. **Dependent Per Diem (PCS Travel).** The percentages, in par. 5094-B apply when computing a dependent’s per diem.

E. **Foreign Flag Ferry Use**
   1. **Required Documentation.** See par. 3525-F for required documentation if a U.S. flag ferry is not available.
   2. **Unauthorized Foreign Flag Ferry Use.** There is no transportation reimbursement, for any leg of a trip, when an unauthorized/unapproved foreign flag ferry is used. If a U.S. flag ferry is available for an entire trip and the traveler uses a foreign flag ferry for any part of the trip, the transportation cost on the foreign flag ferry is not payable (41 CFR §301-10.181).

F. **Excess Cost Collection.** Collection of excess transportation costs, incurred by the Gov’t, does not apply to POV transportation aboard an oceangoing car ferry.

Ch 5. TOC
5613 **TRAVEL BY OCEANGOING CAR FERRY**
   A. General
   B. Transportation
   C. Ferry Fees
   D. Per Diem
   E. Foreign Flag Ferry Use
   F. Excess Cost Collection

5613 **TRAVEL BY OCEANGOING CAR FERRY**
   A. Transportation
1. **Vehicle.** Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. **MALT.** MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

3. **Transportation Cost.** The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

4. **More Than One Car Ferry.** If more than one car ferry is used, MALT is payable for overland travel between ferries.

**B. Ferry Fees**

1. **Authorized Transportation.** The traveler is authorized:
   a. Gov’t procured ferry transportation; or
   b. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POC movement (*55 Comp. Gen. 1072 (1976)*), NTE the Gov’t procured ferry transportation cost.

2. **Use of More than Two POCs.** When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

3. **Same POC Used for More than One Trip.** If the same POC is used for more than one trip, the MALT and car ferry fees apply for each trip.

**C. Per Diem**

1. **Lodging.** Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

2. **Travel Includes an Overnight on a Car Ferry Anywhere in the World**
   a. **Embarkation and Travel Days.** M&IE is computed using the highest CONUS M&IE rate (see App A1) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.
   b. **Debarkation Day.** For the departure day (debarkation) from the ferry is the rate for the employee’s or dependent’s location at 2400 on that day. See par. 5550.

3. **Travel Does Not Include an Overnight on a Car Ferry.** If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the employee’s location at 2400 on the debarkation day. See par. 5550.

4. **Dependent Per Diem (PCS Travel).** The percentages, in par. 5592-B apply when computing a dependent’s per diem.

**3045-G**

G. **Transoceanic Ferry Fares.** See pars. 5163 and 5613.
NOTE: The following requirements also apply to the use of a foreign flag ship/ferry in, pars. 3665, 5163 and 5613.

B. Car Ferry Travel. See pars. 5163 and 5613.

See par. 5163.

C. Travel by Oceangoing Car Ferry. See pars. 5163, 5018-C and 5094.

2. A member traveling with the vehicle via ferry is IAW par. 5163.
5542

5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

See par. 5613.

5588

5588 TRANSOCEANIC TRAVEL

C. Travel by Oceangoing Car Ferry. See par. 5613.

5714

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

C. Car Ferry. See par. 5613 for oceangoing car ferry use.

App 13-E4a(12)

(12) If ocean going car ferries are authorized (see par. 5613);
EMPLOYEE ATTENDING TRAINING COURSE AWAY FROM PDS WITH NO RETURN TO OLD PDS

A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem/AEA (pars. 4300 and 4967), or
2. Dependent and HHG transportation to and from the training location.

B. Dependent and HHG Transportation

1. An employee who attends a training program away from the PDS and is transferred to a new PDS after completing the program (without returning to the old PDS), or en route to a new PDS, may be authorized (instead of per diem/AEA reimbursement while at the training location) reimbursement for:

   a. Dependent and HHG transportation from the PDS to the training location NTE the total per diem/AEA payments that would have been received at the training location; and

   b. Per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

   **NOTE:** Per diem for dependents is not authorized.

2. When the employee is authorized per diem/AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Gov’t expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. :Gen. 834 (1973)).

C. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. 5606.

D. Real Estate Transactions
1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part B14 purposes.

2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee’s authority for the real estate transaction allowance reimbursement in Ch 5, Part B1.

3. Payment of the real estate transaction allowances in Ch 5, Part B1 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
   a. Successfully completed the training program,
   b. Signed the service agreement required in par. 5834, and
   c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See B-161795, 29 June 1967.
A. **Purpose.** FVT enables an eligible employee to travel at Gov’t expense to:
   1. The CONUS,
   2. A non-foreign OCONUS area, or
   3. Other location

to visit immediate family members evacuated from the employee’s foreign PDS.

B. **Discretionary Allowance.** FVT:
   1. Is a discretionary allowance, not an authorized allowance.
   2. Expenses are the responsibility of the employee’s command.
   3. Is not authorized for travel within the foreign area/country of assignment.

C. **Legal Authority.** [10 USC §1599b; 22 USC §4081](#).

D. **Allowable Transportation Expenses**
1. **General.** A DoD component may pay for, or an eligible individual may be reimbursed for the transportation cost from the airport serving the employee’s foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return.

2. **Transportation Reimbursement**
   a. **Reimbursable Transportation Related Expenses**
      (1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:
         (a) TMC fees,
         (b) Charges for the first checked bag,
         (c) Arrival/departure taxes/fees, and
         (d) Ground transportation between interim terminals.
      (2) Currency conversion fees (par. 2830), for allowable transportation costs.
   b. **Authorized Reimbursement.** Transportation reimbursement is NTE the Gov’t procured transportation cost between a traveler’s PDS and the authorized destination.
   c. **Reimbursement not Authorized.** The following expenses are not authorized for FVT:
      (1) Per diem;
      (2) Excess accompanied baggage (except for the first checked bag);
      (3) Unaccompanied baggage; and/or
      (4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

3. **Transportation Mode**
   a. The AO determines the authorized transportation mode.
   b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A1) between authorized locations.
   c. For POC use, the cost is based on the ‘other mileage rate’ in par. 2600-A.

4 **Transportation Restrictions.** A traveler under this paragraph:
   a. Must use Government transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs (See par. 3220-A),
   b. May use commercial transportation if Government transportation is not reasonably available, and
   c. May not exceed the policy-constructed airfare cost (App A1) for commercial transportation between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.
d. Is required to have an AO determination of “reasonable availability” after the AO considers mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FVT.

E. Eligibility. This Part applies only to an employee, who is a U.S. citizen, assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who has a service agreement that provides for return transportation at Gov’t expense to the employee’s actual residence; and

2. Whose immediate family members were evacuated from the employee’s foreign OCONUS PDS.

F. Commercial Transportation. The following applies:

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.

2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Gov’t’s advantage to purchase a ticket in foreign currency at an intermediate point.

3. Accommodations must be in coach (unless ‘other than economy/coach’ accommodations are authorized/approved under par. 2800-B) or, when air service is not available, minimum first class rail or bus service.

4. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.

5. U.S. flag carriers must be used except as indicated in par. 2800-C.

6. Reimbursement may not exceed allowable transportation expenses actually incurred.

7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order

1. General

   a. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation.

   b. Rules concerning transportation accommodations for TDY travel also apply to FVT.

2. Commercial Aircraft. See par. 3500 for commercial aircraft use.

3. Arranging Official Travel. See par. 2400 for arranging official travel.

H. Refund. An employee must repay Gov’t paid or reimbursed expenses if FVT is used as a substitute for travel for which FVT use is not authorized. For example, return to CONUS or to a non-foreign OCONUS area and resignation.

I. Year. For FVT purposes, a year starts on the:

1. Evacuation date of the employee’s family, or

2. Return date to the OCONUS PDS from RAT.

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.

2. To the maximum extent possible, FVT must be combined with travel required for official purposes.

3. Exceptions to the limitations in par. 6600-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS/Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS/non-foreign OCONUS area may be authorized during a 1-year period.

2. For part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.

3. FVT trips to the CONUS/non-foreign OCONUS area may be authorized 3 months after family members:
   a. Are evacuated from the foreign PDS, or
   b. Located at a safe haven in a foreign country return to the CONUS/non-foreign OCONUS area,

   The total cost for visitation travel during a year’s period (par. 6600-I) may not exceed the cost of two economy/coach round trips to the family’s residence.

4. FVT trips to the CONUS/non-foreign OCONUS area are not permitted within the final 3 months prior to:
   a. Scheduled transfer,
   b. Departure on RAT, or
   c. Voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS/non-foreign OCONUS area.

6. An employee’s absence from the PDS may not exceed a total of 48 calendar days in one year:
   a. Including travel time, and
   b. Excluding days on duty or official travel status.

7. An employee’s absence from the PDS for each visit to the CONUS/non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.

8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS/non-foreign OCONUS area.

M. Travel to Visit Dependents in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents in a foreign country.

1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy/coach round trips to the employee’s actual residence (par. 5826).
2. The cost of the two economy/coach round trips is based on the constructed cost of a round trip to the employee’s actual residence at the time the first trip in the 1-year period is taken.

3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.

4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:
   
   a. Completion of tour,
   
   b. Transfer,
   
   c. Departure on RAT, or
   
   d. Voluntary separation.

5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

6. An employee’s absence from the PDS may not exceed a total of 48 calendar days in one year:
   
   a. Including travel time, and
   
   b. Excluding days on duty or official travel status.

7. For a period of less than one year, an employee’s absence may not exceed 48 calendar days divided by the fractional part of one year.

8. Exceptions to the limitations in par. 6600-M are made through the Secretarial Process.

Ch 7, TOC

Ch 7, PART A, SECTION 11: FAMILY VISITATION TRAVEL (FVT)

NOTE TO EDITOR: DELETE Ch 7A11
APP P2-E3a

*a. Employee*: RAT (see par. 5950 and App I3-E4b), FVT (par. 6600), EVT (par. 7020), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.
5149 PCS EXPENSES ICW THE DEATH OF AN EMPLOYEE/DEPENDENT
   A. PCS Payment to the Employee’s Dependent(s)/Immediate Family
   B. Authorized Expenses
   C. Payment of Expenses

5149 PCS EXPENSES ICW THE DEATH OF AN EMPLOYEE/DEPENDENT (FTR Ch 303, Part 303-70)

A. PCS Payment to the Employee’s Dependent(s)/Immediate Family. A DoD Component must continue payment of PCS expenses for an employee’s dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the employee’s PCS order when an employee dies:
   1. While in transit to a new CONUS PDS.
   2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. 5149-A, the following expenses must be authorized:
   1. Travel to the new PDS;
   2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;
   3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse/domestic partner and other dependent(s)/immediate family;
   4. HHG transportation and POV shipment to:
      a. The new PDS,
      b. The old PDS, or
      c. An alternate destination selected by the immediate family, NTE the GCC between the old and new PDSs;
   5. HHG SIT for NTE 90 days; and
   6. Reimbursement of real estate expenses incident to the PCS.

C. Payment of Expenses
1. **General**
   a. Allowable expenses may be paid:
      1. Directly to the person performing the services, or
      2. By reimbursement to any person making the original payment.
   b. Claims for reimbursement must be supported by required receipts.
   c. Payment should be made IAW financial management procedures.

2. **Payment Prohibition when Other Laws Apply**
   a. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.
   b. The allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

3. **Expenses Incident to Death of an Employee Serving in a Contingency Operation**. In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with an Armed Force in a contingency operation (App A1):
   a. Round trip transportation and associated per diem for one person to escort the employee’s remains to the place authorized in par. 7285;
   b. Presentation of a U.S. flag to the employee’s next of kin;
   c. Presentation of a flag equal to the flag presented in par. 5149-C3b to the employee’s parents(s), if the person to be presented a flag under par. 5149-C3b is other than the employee’s parent.
The following pages are the same policy preceding this page but showing tracked changes.
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 041-17(I) -- Move Various Pars. to Chapters 5 and 9

1. **SYNOPSIS:** This item moves various pars. to Ch 5 and Ch 9 in accordance with direction from the Travel Policy Reform Team.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the Travel Policy Reform Team.

4. These changes are scheduled to appear in the JTR, dated 1 April 2017.

5. This determination is effective when printed in the JTR.

6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

**DONNA K. HADDIX**
Chief, Policy & Regulations Branch

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JTR REVISIONS

Ch 1, TOC

1405          TDY MILEAGE, MALT, TLA/TLE, AND PER DIEM COMPUTATION

1405

1405.1 TDY MILEAGE, MALT, TLA/TLE, TQSE AND PER DIEM COMPUTATION

Use the actual amount without rounding when computing

1. TDY mileage, MALT, and per diem computation,

2. TLA/TLE (Uniformed Members Only), and

3. TQSE (Civilian Employees Only).

Ch 5, TOC

5000          SCOPE

C. TDY Mileage, MALT, TLA/TLE, and Per Diem Computation

5514          PCS REIMBURSEMENT PROVISIONS

C. TDY Mileage, MALT, TQSE, and Per Diem Computation

5000-C

C. TDY Mileage, MALT, TLA/TLE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TLA, TLE, and per diem computation.

5514-C

C. TDY Mileage, MALT, TQSE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TQSE, and per diem computation.

Ch 9, TOC

9155          GENERAL TLA PAYMENT CONDITIONS

F. TDY Mileage, MALT, TLA, and Per Diem Computation

9155-F

F. TDY Mileage, MALT, TLA, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TLA, and per diem computation.
**Ch 3, TOC**

### 3705 TRANSPORTATION
- A. Vehicle
- B. TDY Travel Only
- C. PCS Travel Only
- D. More Than One Car Ferry

### 3710 FERRY FEES
- A. PCS and TDY
- B. PCS Only

### 3715 PER DIEM
- A. Lodging
- B. Travel Includes an Overnight on a Car Ferry Anywhere in the World
- C. Travel Does Not Include an Overnight on a Car Ferry
- D. Dependent Per Diem (PCS Travel)

**Ch 3, Part I**

**NOTE TO EDITOR: DELETE CH 3, PART I, IN ITS ENTIRETY**

**Ch 5, TOC**

### 5163 TRAVEL BY OCEANOING CAR FERRY
- A. General
- B. Transportation
- C. Ferry Fees
- D. Per Diem
- E. Foreign Flag Ferry Use
- F. Excess Cost Collection

### 5163 TRAVEL BY OCEANOING CAR FERRY

**A. General.** When a car ferry is used, a traveler/dependent traveling by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances in this Part.

**B. Transportation**

1A. **Vehicle.** Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

1B. **TDY Travel Only.** TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location and return.

2C. **PCS Travel Only**

4—**MALT.** MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

32. **Transportation Cost.** The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.
4D. More Than One Car Ferry. If more than one car ferry is used, TDY mileage/MALT, whichever is applicable, is payable for overland travel between ferries.

C. Ferry Fees

1A. PCS and TDY Authorized Transportation. The traveler is authorized:

a. Gov’t procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POC movement (55 Comp. Gen. 1072 (1976)), NTE the Gov’t procured ferry transportation cost.

2B. PCS Only Use of More than Two POCs.

1. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

3. Same POC Used for More than One Trip. —If the same POC is used for more than one trip, the MALT and car ferry fees apply for each trip.

D. Per Diem

1A. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

2B. Travel Includes an Overnight on a Car Ferry Anywhere in the World

a. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate (see App A1) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.

b. Debarkation Day

   a. TDY Travel. M&IE is the rate applicable for the traveler’s location at 2400 on that day.

   b. PCS Travel

(1) Members Only

   (1a) The per diem rate for the traveler’s new PDS if travel ends on that day, or

   (2b) For the departure day (debarkation) from the ferry, the rate is the member’s/dependent’s location at 2400 on that day (par. 5164-C). The traveler is authorized MALT Plus per diem beginning the day after the departure day (debarkation) from the ferry if travel by POC continues on the day after the departure day (debarkation) from the ferry (see par. 5164).

(2) Employees Only. For the departure day (debarkation) from the ferry is the rate for the employee’s/dependent’s location at 2400 on that day (par. 5550).

3C. Travel Does Not Include an Overnight on a Car Ferry

1. TDY Travel. If the ferry passage does not include an overnight, the M&IE while on the ferry is the applicable rate for the traveler’s location at 2400 on the debarkation day.

2. PCS Travel
a. **Members Only.** If the ferry passage does not include an overnight, uninterrupted MALT Plus is the applicable M&IE while on the ferry (see par. 5164).

b. **Employees Only.** If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the employee’s location at 2400 on the debarkation day. See par. 5550.

4D. **Dependent Per Diem (PCS Travel).** The percentages, in par. 5094-B [Members] and 5592-B [Employees], apply when computing a dependent’s per diem.

E. **Foreign Flag Ferry Use** FOREIGN REGISTERED SHIP USE

1A. **Required Documentation.** See par. 3525-F for required documentation if a U.S. flag ferry is not available.

2B. **Unauthorized Foreign Flag Ferry Use.** There is no transportation reimbursement, for any leg of a trip, when an unauthorized/unapproved foreign flag ferry is used. If a U.S. flag ferry is available for an entire trip and the traveler uses a foreign flag ferry for any part of the trip, the transportation cost on the foreign flag ferry is not payable (41 CFR §301-10.181).

F. **Excess Cost Collection.** EXCESS COST COLLECTION

Collection of excess transportation costs, incurred by the Gov’t, does not apply to POV transportation aboard an oceangoing car ferry.

**Ch 5, TOC**

| 5613 | TRAVEL BY OCEANOING CAR FERRY |
| A. | General |
| B. | Transportation |
| C. | Ferry Fees |
| D. | Per Diem |
| E. | Foreign Flag Ferry Use |
| F. | Excess Cost Collection |

**5613**

5613 **TRAVEL BY OCEANOING CAR FERRY**

A. **Transportation** TRANSPORTATION

1A. **Vehicle.** Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

B. **TDY Travel Only.** TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location and return.

2C. **PCS Travel Only**

1. **MALT.** MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

32. **Transportation Cost.** The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.
4D. More Than One Car Ferry. If more than one car ferry is used, TDY mileage/MALT, whichever is applicable, is payable for overland travel between ferries.

B. Ferry Fees

1A. PCS and TDY Authorized Transportation. The traveler is authorized:

   a1. Gov’t procured ferry transportation; or
   b2. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POC movement (55 Comp. Gen. 1072 (1976)), NTE the Gov’t procured ferry transportation cost.

2B. PCS Only Use of More than Two POCs.

   1. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.
   2. If the same POC is used for more than one trip, the MALT and car ferry fees apply for each trip.

C. Per Diem

1A. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

2B. Travel Includes an Overnight on a Car Ferry Anywhere in the World

   a1. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate (see App A1) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.
   b2. Debarkation Day

      a. TDY Travel. M&IE is the rate applicable for the traveler’s location at 2400 on that day.
      b. PCS Travel

         (1) Members Only

            (a) The per diem rate for the traveler’s new PDS if travel ends on that day, or
            (b) For the departure day (debarkation) from the ferry, the rate is the member’s/dependent’s location at 2400 on that day (par. 5164.C). The traveler is authorized MALT Plus per diem beginning the day after the departure day (debarkation) from the ferry if travel by POC continues on the day after the departure day (debarkation) from the ferry (par. 5164).

         (2) Employees Only. For the departure day (debarkation) from the ferry is the rate for the employee’s or dependent’s location at 2400 on that day. See (par. 5550).

2C. Travel Does Not Include an Overnight on a Car Ferry.

   1. TDY Travel. If the ferry passage does not include an overnight, the M&IE while on the ferry is the applicable rate for the traveler’s location at 2400 on the debarkation day.
   2. PCS Travel
a. Members Only. If the ferry passage does not include an overnight, uninterrupted MALT Plus is the applicable M&IE while on the ferry (par. 5164).

b. Employees Only. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the employee’s location at 2400 on the debarkation day. See par. 5550.

4D. Dependent Per Diem (PCS Travel). The percentages, in par. 5094-B [Members], and 5592-B [Employees], apply when computing a dependent’s per diem.

3045-G

G. Transoceanic Ferry Fares. See pars. 5163 and 5613 Chap. 3, Part I. See par. 3665 for non-U.S. flag ferries.

3525-F, NOTE

NOTE: The following requirements also apply to the use of a foreign flag ship/ferry in, pars. 3665, and 37205163 and 5613.

3650-B

B. Car Ferry Travel. See Ch 3, Part I pars. 5163 and 5613.

Ch 4, TOC

4115 CAR FERRY TRAVEL (See Ch 3, Part I.)

4115 CAR FERRY TRAVEL

See Ch 3, Part I.

Ch 5, TOC

5034 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch 3, Part I.)

5034

5034 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

See Ch 3, Part I par. 5163.

Ch 5, TOC

5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch 3, Part I.)
5542

5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

See Ch.3, Part Ipar. 5613.

5082-C

C. Travel by Oceangoing Car Ferry. See Ch.3, Part Ipars. 5163, and pars. 5018-C and 5094.

5340-A2

2. A member traveling with the vehicle via ferry is IAW Ch.3, Part Ipar. 5163.

Ch 5, TOC

5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch.3, Part I.)

5542

5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

See Ch.3, Part Ipar. 5613.

5588

5588 TRANSOCEANIC TRAVEL

C. Travel by Oceangoing Car Ferry. See par. 5613 Ch.3, Part I.

5714

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

C. Car Ferry. See Ch.3, Part Ipar. 5613 for oceangoing car ferry use.

App I3-E4a(12)

(12) If ocean going car ferries are authorized (see Ch.3, Part Ipar. 5613);
A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem/AEA (pars. 4300 and 4967), or

2. Dependent and HHG transportation to and from the training location.

B. Dependent and HHG Transportation

1. An employee who attends a training program away from the PDS and is transferred to a new PDS after completing the program (without returning to the old PDS), or en route to a new PDS, may be authorized (instead of per diem/AEA reimbursement while at the training location) reimbursement for:

   a. Dependent and HHG transportation from the PDS to the training location NTE the total per diem/AEA payments that would have been received at the training location; and

   b. Per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

NOTE: Per diem for dependents is not authorized.

3. When the employee is authorized per diem/AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Gov’t expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).
C. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. 5606.

D. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part B14 purposes.

2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee’s authority for the real estate transaction allowance reimbursement in Ch 5, Part B1.

3. Payment of the real estate transaction allowances in Ch 5, Part B1 (as well as other PCS allowances authorized for an employee’s transfer) may be authorized only after the employee has:

   a. Successfully completed the training program,

   b. Signed the service agreement required in par. 5834, and

   c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See B-161795, 29 June 1967.
Section B6: Family Visitation Travel (FVT)

GENERAL

A. Purpose
FVT enables an eligible employee to travel at Gov’t expense to:

1. The CONUS,
2. A non-foreign OCONUS area, or
3. Other location to visit immediate family members evacuated from the employee’s foreign PDS.

B. Discretionary Allowance. FVT:

1. Is a discretionary allowance, not an authorized allowance.
2. Expenses are the responsibility of the employee’s command.
3. Is not authorized for travel within the foreign area/country of assignment.

C. Legal Authority. 10 USC §1599b; 22 USC §4081.

D. Allowable Transportation Expenses
1. General. A DoD component may pay for, or an eligible individual may be reimbursed for the transportation cost from the airport serving the employee’s foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return.

2. Transportation Reimbursement
   a. Reimbursable Transportation Related Expenses
      (1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:
         (a) TMC fees,
         (b) Charges for the first checked bag,
         (c) Arrival/departure taxes/fees, and
         (d) Ground transportation between interim terminals.
      (2) Currency conversion fees (par. 2830), for allowable transportation costs.
   b. Authorized Reimbursement. Transportation reimbursement is NTE the Gov’t procured transportation cost between a traveler’s PDS and the authorized destination.
   c. Reimbursement not Authorized. The following expenses are not authorized for FVT:
      (1) Per diem;
      (2) Excess accompanied baggage (except for the first checked bag);
      (3) Unaccompanied baggage; and/or
      (4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

3. Transportation Mode
   a. The AO determines the authorized transportation mode.
   b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A1) between authorized locations.
   c. For POC use, the cost is based on the ‘other mileage rate’ in par. 2600-A.

4. Transportation Restrictions. A traveler under this paragraph:
   a. Must use Government transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs (See par. 3220-A).
   b. May use commercial transportation if Government transportation is not reasonably available, and
   c. May not exceed the policy-constructed airfare cost (App A1) for commercial transportation between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.
d. Is required to have an AO determination of “reasonable availability” after the AO considers mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FVT.

E. Eligibility. This Part applies only to an employee, who is a U.S. citizen, assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who has a service agreement that provides for return transportation at Gov’t expense to the employee’s actual residence; and
2. Whose immediate family members were evacuated from the employee’s foreign OCONUS PDS.

F. Commercial Transportation. The following applies:

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.
2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Gov’t’s advantage to purchase a ticket in foreign currency at an intermediate point.
3. Accommodations must be in coach (unless ‘other than economy/coach’ accommodations are authorized/approved under par. 2800-B) or, when air service is not available, minimum first class rail or bus service.
4. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.
5. U.S. flag carriers must be used except as indicated in par. 2800-C.
6. Reimbursement may not exceed allowable transportation expenses actually incurred.
7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order

1. General
   a. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation.
   b. Rules concerning transportation accommodations for TDY travel also apply to FVT.
2. Commercial Aircraft. See par. 3500 for commercial aircraft use.
3. Arranging Official Travel. See par. 2400 for arranging official travel.

H. Refund. An employee must repay Gov’t paid or reimbursed expenses if FVT is used as a substitute for travel for which FVT use is not authorized. For example, return to CONUS or to a non-foreign OCONUS area and resignation.

I. Year. For FVT purposes, a year starts on the:

1. Evacuation date of the employee’s family, or
2. Return date to the OCONUS PDS from RAT.

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.

2. To the maximum extent possible, FVT must be combined with travel required for official purposes.

3. Exceptions to the limitations in par. 6600-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS/Non-foreign OCONUS Area. The following rules apply:

1. Not more than two round trips to the CONUS/non-foreign OCONUS area may be authorized during a 1-year period.

2. For part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.

3. FVT trips to the CONUS/non-foreign OCONUS area may be authorized 3 months after family members:
   a. Are evacuated from the foreign PDS, or
   b. Located at a safe haven in a foreign country return to the CONUS/non-foreign OCONUS area.

The total cost for visitation travel during a year’s period (par. 6600-I) may not exceed the cost of two economy/coach round trips to the family’s residence.

4. FVT trips to the CONUS/non-foreign OCONUS area are not permitted within the final 3 months prior to:
   a. Scheduled transfer,
   b. Departure on RAT, or
   c. Voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS/non-foreign OCONUS area.

6. An employee’s absence from the PDS may not exceed a total of 48 calendar days in one year:
   a. Including travel time, and
   b. Excluding days on duty or official travel status.

7. An employee’s absence from the PDS for each visit to the CONUS/non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.

8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS/non-foreign OCONUS area.

M. Travel to Visit Dependents in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents in a foreign country.

1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy/coach round trips to the employee’s actual residence (par. 5826).
2. The cost of the two economy/coach round trips is based on the constructed cost of a round trip to the employee’s actual residence at the time the first trip in the 1-year period is taken.

3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.

4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:
   a. Completion of tour,
   b. Transfer,
   c. Departure on RAT, or
   d. Voluntary separation.

5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

6. An employee’s absence from the PDS may not exceed a total of 48 calendar days in one year:
   a. Including travel time, and
   b. Excluding days on duty or official travel status.

7. For a period of less than one year, an employee’s absence may not exceed 48 calendar days divided by the fractional part of one year.

8. Exceptions to the limitations in par. 6600-M are made through the Secretarial Process.
*a. **Employee**: RAT (see par. 5950 and App I3-E4b), FVT (par. 20796600), EVT (par. 7020), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.
A. PCS Payment to the Employee’s Dependent(s)/Immediate Family

B. Authorized Expenses

NOTE TO EDITOR: DELETE PARS. 7300 AND 7305

A. PCS Payment to the Employee’s Dependent(s)/Immediate Family. A DoD Component must continue payment of PCS expenses for an employee’s dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the employee’s PCS order when an employee dies:

1. While in transit to a new CONUS PDS.

2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. 5149-A, the following expenses must be authorized:

1. Travel to the new PDS;

2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;

3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse/domestic partner and other dependent(s)/immediate family;

4. HHG transportation and POV shipment to:
   a. The new PDS,
   b. The old PDS, or
   c. An alternate destination selected by the immediate family, NTE the GCC between the old and new PDSs;
5. HHG SIT for NTE 90 days; and
6. Reimbursement of real estate expenses incident to the PCS.

C. Payment of Expenses

1. General
   a. Allowable expenses may be paid:
      (1) Directly to the person performing the services, or
      (2) By reimbursement to any person making the original payment.
   b. Claims for reimbursement must be supported by required receipts.
   c. Payment should be made IAW financial management procedures.

2. Payment Prohibition when Other Laws Apply
   a. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.
   b. The allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

3. Expenses Incident to Death of an Employee Serving in a Contingency Operation. In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with an Armed Force in a contingency operation (App A1):
   a. Round trip transportation and associated per diem for one person to escort the employee’s remains to the place authorized in par. 7285;
   b. Presentation of a U.S. flag to the employee’s next of kin;
   c. Presentation of a flag equal to the flag presented in par. 5149-C3b to the employee’s parent(s), if the person to be presented a flag under par. 5149-C3b is other than the employee’s parent.