



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

19 December 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 042-16(R) -- Mandate Government Transportation Use

1. **SYNOPSIS:** Mandates the use of Government transportation when reasonably available for travel. Establishes that failure to use reasonably available and directed Government transportation will result in no transportation reimbursement to a traveler for other purchased transportation costs.
2. The Committee Chair has approved the attached changes to the Joint Travel Regulations, made in MAP/CAP 042-16.
3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in the JTR, dated 1 February 2016.
5. This determination is effective when printed in the JTR.
6. Action Officer: Timothy G. Haddix (timothy.g.haddix.civ@mail.mil).

//Approved//

JOEL T. RIDENOUR

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) PPC

Civilian E-Mail Distribution:

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

JTR REVISIONS

3220:

A. General

- *1. Travelers may be directed to use Government transportation when reasonably available to meet mission requirements. A traveler who is directed to use Government transportation (except a Government furnished automobile) and fails to do so for personal reasons must not be reimbursed for transportation costs (See CBCA 1677-TRAV, 23 February 2010).
- *2. Travelers directed to use a Government furnished automobile may be reimbursed IAW par. 4795 if the Government furnished vehicle does not perform the trip. If the Government furnished vehicle makes the trip, no reimbursement is authorized.
- *3. The authorizing/order issuing official (APP A1) must determine 'reasonable availability' after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that effect scheduling.
- *4. A traveler *may not be directed* to use a POC.
- *5.. Dependent travel *may be directed* by a particular mode.
- 3*6. A traveler may select POC for overland PCS travel.
- *7. A traveler must comply with all regulations ICW the directed/selected transportation mode.
- *8. The AO may direct the use of one or more TDY transportation modes that does not involve a PCS move.
- *9. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC) may be directed for an individual PCS move (**Members Only**).

B. Reimbursement

- *1. When a specific transportation mode is directed (except Government transportation) a traveler may be reimbursed for personally procured transportation NTE the directed mode cost.
- *2. **Members Only**: *This does not apply to pars. 5020-B, 7010-A, 7015, 7060-F1a, 7175-D3, 7175-D4, 7655, 7620, and 7635.*

C. Reimbursable Expenses. *****

3225 :

A. – G. *****

*H. Traveler's Cost Liability when Selected Mode Not Used.

- *a. The traveler should use the transportation mode authorized/approved by the AO as being to the Gov't's advantage.
- *b. Any costs resulting from use of a transportation mode other than specifically directed or required by regulation (e.g., Government transportation) is the traveler's financial responsibility (See par. 3220-A).

5018-C:

4. Transoceanic Transportation Reimbursement Costs

***a. Gov't/Gov't procured Transportation Available.** If Gov't and Gov't procured transportation are both *authorized and available*, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. When travel is directed by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, *reimbursement for the transoceanic travel is not authorized.* (See par. 3220-A)

b. Gov't/Gov't Procured Transportation Not Available *****

5020-B:

B. Transoceanic Travel

*1. When travel is *directed* (as opposed to being authorized) by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See pars. 3220-A and 5018-C4.

2. *The policy in par. 3220-B allowing reimbursement NTE the directed mode cost does not apply.*

5070:

A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.

B. HHG Transportation. See par. 5172.

C. Mobile Home Transportation. See par. Ch 5, Part A7

D. Special Circumstances Travel and Transportation. See Ch 7.

E. Transportation Mode and Routing. See Ch 3 for authorized transportation mode and routing for dependent travel.

*F. Transoceanic Travel. See par. 3220-A for mandatory Government transportation use.

*G. Travel Authority. Authority for dependent's travel must be included in:

1. The PCS travel order,
2. An amended travel order, or
3. A supplemental travel order.

*H. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.

*I. Early Return of Dependent(s) (ERD). See Ch 5, Part A3c.

*J. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to

dependent PCS travel.

*K. Receipt Requirements. See par. 2710.

5082-A:

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. A dependent is required to use Gov't air transportation. However, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, no reimbursement is authorized (par. 3220-A).

5524:

5524 TRAVEL AND TRANSPORTATION OPTIONS

An employee may elect to:

1. Travel by POC,
2. Procure common carrier transportation, or
3. Be provided transportation in kind.

*Note: See par. 3220-A for mandatory Government transportation use.

5528:

5528 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy.

- *1. It is *mandatory policy* for all employees to use an available CTO for all official transportation requirements.
- *2. For available Government transportation use policy, see par. 3220-A.

B. Reimbursement

- *1. An employee who, despite violating DoD policy on CTO use, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. 3220-A, 3220-B, 3045, 3500, 3600, and 7815.
2. *****

5532-C4:

A. General. An employee traveling on a PCS order to, from or between OCONUS points, is authorized:

1. *****

2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see pars. 3220-A, 3220-B and 5532-C4) plus applicable per diem; and

3. – 4. *****

B. When only Land Travel Is Involved. Except as in par. 5032-C, an employee on a PCS order not involving transoceanic travel (see App A1) is authorized the applicable allowances in Ch 5, Part B2 for the official distance.

C. Transoceanic Travel

1. – 3. *****

4. Transoceanic Transportation Reimbursement Costs

***a. Gov't procured Transportation Available. If Gov't procured transportation is *directed, reasonably available and not used*, the employee is NOT authorized reimbursement for transportation costs.**

b. *****

5576:

A. – E. *****

*F. Transoceanic Travel. See par. 3220-A for mandatory Government transportation use.

*G. Travel Authority. Authority for dependent's travel must be included in:

1. The PCS travel order,
2. An amended travel order, or
3. A supplemental travel order issued IAW par. 5590-B3.

*H. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.

*I. Early Return of Dependent(s) (ERD). See Ch 5, Part B3.

*J. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.

*K. Receipt Requirements. See par. 2710.

*L. House Hunting Trip (HHT). See Ch 5, Part B12.

5588:

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
- *2. A dependent is required to use Gov't transportation when it is reasonably available and directed. See par. 3220-A. However, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, no reimbursement is authorized IAW par. 3320-A.

B. *****

7000-J:

J. Transportation

1. Traveler/Dependent. The traveler and dependent may travel together or independently.
2. Restrictions. A traveler/dependent(s) taking a FEML trip:
 - *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,
 - *c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes, and
 - *d. May not use cruise or tour packages to/from the authorized destination.

NOTE: The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FEML.
3. *****

7005-E:

E. Transportation

1. Limitations. R&R transportation is only for members and employees.
2. Restrictions. A traveler taking an R&R trip:
 - *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,

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes, and

*d. May not use cruise or tour packages to/from the authorized destination.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling R&R travel.

3. *****

7010-A:

A. Transportation

1. General. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl 2, subsec. 1.j.(3)) for DoD Services and/or Service regulations for non-DoD Services (par. 1015-C2i) are authorized transportation between authorized locations.

2. Transportation Mode. Air is the *only authorized transportation mode* (airport to airport transportation see par. 7010-C3 NOTE 1).

3. Restrictions. A traveler taking an emergency leave trip:

*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,

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes, and

*d. May not use cruise or tour packages to/from the authorized destination.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

4. *****

7015-B:

A. *****

B. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

*d. Travel and transportation allowances are the same as if traveling on TDY.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

C. *****

7020-G:

G. Transportation Expenses

1. – 2. *****

*3. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

*4. Transportation Cost Limitations. See par. 7020-H.

7025-A:

A. General

1. *****

*2. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

***3. Medical Travel.** See par. 7110 for medical travel and transportation allowances when an employee is assigned to a foreign OCONUS PDS.

*4. Emergency Leave from the PDS. *Gov’t funded emergency leave transportation from the PDS under this Part is not authorized.*

7030-C2:

C. Transportation.

1. *****

2. Gov’t/Gov’t Procured Transportation. Round trip Gov’t/Gov’t procured transportation is authorized and must be used, if available.

*3. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost **MUST NOT** be used for cost comparison purposes.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling SR&R travel.

4. *****

7060-F:

F. Reimbursement

1. Transportation. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost **MUST NOT** be used for cost comparison purposes.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling COT travel.

Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City pair airfare one way transoceanic trip cost:	\$775
Member elects not to use the CTO (policy violation and par. 1245) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one way transoceanic ticket:	\$500
*Transoceanic airfare reimbursement (\$500) is not authorized IAW pars. 3220-A and 5020-B.	

*b. *****

7065-E:

E. Allowable Travel and Transportation

1. – 5. *****

*6. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling SR&R travel.

7070-D:

D. Allowable Transportation Expenses

1. - 2. *****

*3.

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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost **MUST NOT** be used for cost comparison purposes.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FVT.

*4. Unauthorized Expenses. Per diem, excess accompanied baggage, and UB charges are not payable or reimbursable.

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



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19 December 2016

MEMORANDUM FOR

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SUBJECT:

UTD/CTD for MAP/CAP 042-16(R) -- Mandate Government Transportation Use

1. **SYNOPSIS:** Mandates the use of Government transportation when reasonably available for travel. Establishes that failure to use reasonably available and directed Government transportation will result in no transportation reimbursement to a traveler for other purchased transportation costs.
2. The Committee Chair has approved the attached changes to the Joint Travel Regulations, made in MAP/CAP 042-16.
3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in the JTR, dated 1 February 2016.
5. This determination is effective when printed in the JTR.
6. Action Officer: Timothy G. Haddix (timothy.g.haddix.civ@mail.mil).

//Approved//

JOEL T. RIDENOUR

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)	PPC
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Civilian E-Mail Distribution:

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JTR REVISIONS

3220:

A. General

*1. Travelers may be directed to use Government transportation when reasonably available to meet mission requirements. A traveler who is directed to use Government transportation (except a Government furnished automobile) and fails to do so for personal reasons must not be reimbursed for transportation costs (See CBCA 1677-TRAV, 23 February 2010).

*2. Travelers directed to use a Government furnished automobile may be reimbursed IAW par. 4795 if the Government furnished vehicle does not perform the trip. If the Government furnished vehicle makes the trip, no reimbursement is authorized.

*3. The authorizing/order issuing official (APP A1) must determine 'reasonable availability' after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that effect scheduling.

*4. A traveler *may not be directed* to use a POC.

*5.2. Dependent travel *may not be directed* by a particular mode.

3*6. A traveler may select POC for overland PCS travel.

*74. A traveler must comply with all regulations ICW the directed/selected transportation mode.

*85. The AO may direct the use of one or more TDY transportation modes that does not involve a PCS move. ~~(Members Only).~~

*96. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC) may be directed for an individual PCS move ~~(Members Only).~~

B. Reimbursement

*1. When a specific transportation mode is directed (except ~~PCS transoceanic travel~~Government transportation) a traveler may be reimbursed for personally procured transportation NTE the directed mode cost.

*2. ~~Members Only~~: This does not apply to pars. 5020-B, 7010-A, 7015, 7060-F1a, 7175-D3, 7175-D4, 7655, ~~7620-A, 7620, and 7635.~~

C. Reimbursable Expenses. *****

3225 :

A. – G. *****

*H. Traveler's Cost Liability when Selected Mode Not Used.

*a. The traveler should use the transportation mode authorized/approved by the AO as being to the Gov't's advantage.

*b. Any costs resulting from use of a transportation mode other than specifically directed or required by regulation (e.g., Government transportation) is the traveler's financial responsibility (See par. 3220-A).

5018-C:

4. Transoceanic Transportation Reimbursement Costs

***a. Gov't/Gov't procured Transportation Available.** If Gov't and Gov't procured transportation are both *authorized and available*, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. When travel is directed by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, *reimbursement for the transoceanic travel is not authorized.* ([See par. 3220-A](#))

b. Gov't/Gov't Procured Transportation Not Available *****

5020-B:

B. Transoceanic Travel

***1.** When travel is *directed* (as opposed to being authorized) by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See pars. [3220-A](#) and [5018-C4](#).

2. *The policy in par. 3220-B allowing reimbursement NTE the directed mode cost does not apply.*

5070:

A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.

B. HHG Transportation. See par. 5172.

C. Mobile Home Transportation. See par. Ch 5, Part A7

D. Special Circumstances Travel and Transportation. See Ch 7.

E. Transportation Mode and Routing. See Ch 3 for authorized transportation mode and routing for dependent travel.

***F. Transoceanic Travel.** See par. [3220-A](#) for mandatory Government transportation use.

***GF. Travel Authority.** Authority for dependent's travel must be included in:

1. The PCS travel order,
2. An amended travel order, or
3. A supplemental travel order.

***HG. Commercial Transportation Costs.** Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.

***IH. Early Return of Dependent(s) (ERD).** See Ch 5, Part A3c.

*J. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.

*K. Receipt Requirements. See par. 2710.

5082-A:

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. A dependent is **not** required to use Gov't air transportation. ~~If the dependent agrees to use Gov't air transportation-However~~, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, **no** reimbursement is authorized IAW (par. ~~5018-C4a~~3220-A).

5524:

5524 TRAVEL AND TRANSPORTATION OPTIONS

An employee may elect to:

1. Travel by POC,
2. Procure common carrier transportation, or
3. Be provided transportation in kind.

*Note: See par. 3220-A for mandatory Government transportation use.

5528:

5528 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy.

*1. It is **mandatory policy** for all employees to use an available CTO for all official transportation requirements.

*2. For available Government transportation use policy, see par. 3220-A.

B. Reimbursement

*1. An employee who, despite violating DoD policy on CTO use, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. 3220-A, 3220-B, 3045, 3500, 3600, and 7815.

2. *****

5532-C4:

A. General. An employee traveling on a PCS order to, from or between OCONUS points, is authorized:

1. *****

2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see pars. [3220-A](#), [3220-B](#) and [5532-C4](#)) plus applicable per diem; and

3. – 4. *****

B. When only Land Travel Is Involved. Except as in par. 5032-C, an employee on a PCS order not involving transoceanic travel (see App A1) is authorized the applicable allowances in Ch 5, Part B2 for the official distance.

C. Transoceanic Travel

1. – 3. *****

4. Transoceanic Transportation Reimbursement Costs

***a. Gov't procured Transportation Available. If Gov't procured transportation is ~~directed, authorized and reasonably available and not used~~, the employee is NOT authorized reimbursement for ~~the transportation costs used NTE the cost of the least costly transportation mode authorized and available~~.**

b. *****

5576:

A. – E. *****

*F. Transoceanic Travel. See par. [3220-A](#) for mandatory Government transportation use.

*GF. Travel Authority. Authority for dependent's travel must be included in:

1. The PCS travel order,
2. An amended travel order, or
3. A supplemental travel order issued IAW par. [5590-B3](#).

*HG. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.

*IH. Early Return of Dependent(s) (ERD). See Ch 5, Part B3.

*J. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.

*KJ. Receipt Requirements. See par. [2710](#).

*LK. House Hunting Trip (HHT). See Ch 5, Part B12.

5588:

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.

*2. A dependent is ~~not~~ required to use Gov't ~~air~~ transportation when it is reasonably available and directed. See par. 3220-A. ~~If the dependent agrees to use Gov't air transportation they~~ However, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.

3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, no reimbursement is authorized IAW par. ~~5528-B~~3320-A.

B. *****

7000-J:

J. Transportation

1. Traveler/Dependent. The traveler and dependent may travel together or independently.

2. Restrictions. A traveler/dependent(s) taking a FEML trip:

*a. Must use ~~military air~~Government transportation ~~on a space available basis~~ 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), or

*b. May use commercial ~~air~~ transportation if ~~military air~~Government transportation is not reasonably available.

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes, and

*d. May not use cruise or tour packages to/from the authorized destination.

NOTE: A commanderThe AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FEML.

3. *****

7005-E:

E. Transportation

1. Limitations. R&R transportation is only for members and employees.

2. Restrictions. A traveler taking an R&R trip:

*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.

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes, and

*d. May not use cruise or tour packages to/from the authorized destination.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling R&R travel.

a. A traveler taking an R&R trip may use:

(1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

(2) Commercial air transportation if space required military air transportation is not reasonably available, and

(3) May not use cruise or tour packages to and/or from the authorized destination.

b. Each Commander must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

3. *****

7010-A:

A. Transportation

1. **General.** An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl 2, subsec. 1.j.(3)) for DoD Services and/or Service regulations for non-DoD Services (par. 1015-C2i) are authorized transportation between authorized locations.

2. **Transportation Mode.** Air is the *only authorized transportation mode* (airport to airport transportation see par. 7010-C3 **NOTE 1**).

3. **Restrictions. A traveler taking an emergency leave trip:**

*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.

*c. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes, and

*d. May not use cruise or tour packages to/from the authorized destination.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

Gov’t Air Transportation not Reasonably Available

~~a. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space required Gov’t air transportation is not reasonably available.~~

~~b. A Commander must determine “reasonable availability” after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).~~

~~c. See par. 7010-C for definition of “authorized location.”~~

~~d. See par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply if Gov’t transportation is reasonably available and not used.~~

4. *****

7015-B:

A. *****

B. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

*d. Travel and transportation allowances are the same as if traveling on TDY.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

Transportation

~~1. Space required Gov’t transportation must be used if reasonably available.~~

~~2. Travel and transportation allowances are the same as if traveling on TDY.~~

~~3. The policy in par. 3220-B allowing reimbursement up to the directed mode cost does not apply if Gov’t transportation is reasonably available and not used.~~

C. *****

7020-G:

G. Transportation Expenses

1. – 2. *****

*3. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

*4. Transportation Cost Limitations. See par. 7020-H.

7025-A:

A. General

1. *****

*2. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling emergency leave.

***3. Medical Travel. See par. 7110 for medical travel and transportation allowances when an employee is assigned to a foreign OCONUS PDS.**

*43. Emergency Leave from the PDS. Gov’t funded emergency leave transportation from the PDS under this Part is not authorized.

7030-C2:

C. Transportation.

1. *****

2. Gov't/Gov't Procured Transportation. Round trip Gov't/Gov't procured transportation is authorized and must be used, if available.

*3. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

NOTE: The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling SR&R travel.

Commercial Transportation. If Gov't/Gov't procured transportation is not available, the member must procure round trip commercial transportation via an available CTO (par. 2400). Air transportation costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used.

4. *****

7060-F:

F. Reimbursement

1. Member Procured Transportation Examples. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

NOTE: The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling COT travel.

~~Costs in these examples are not actual costs and are used for illustration only.~~

~~a. Member Directed to Use Available Gov't/Gov't Procured Transportation.~~ An eligible member, directed to use available Gov't/Gov't procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. *Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*

Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City pair airfare one way transoceanic trip cost:	\$775
Member elects not to use the CTO (policy violation and par. 1245) for COT leave travel from the PDS to the HOR.	

Traveler purchased a one way transoceanic ticket:	\$500
<u>*Transoceanic airfare reimbursement (\$500) is not authorized IAW pars. 3220-A and 5020-B.</u>	

~~b. Reimbursement to a Member on Behalf of an Eligible Dependent. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Gov't/Gov't procured transportation cost, as appropriate, for the official distance (see par. 5014-A). *This should almost never occur since CTO use is mandatory for all official travel.*~~

Member's PDS is in a non foreign OCONUS location and the HOR is in a CONUS location.	
Gov't procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, told to use the CTO for airfares but elects not to use the CTO for COT leave travel from the PDS to the HOR.	
The dependent purchased a one way transoceanic ticket:	\$2,300
The member, on the traveler's behalf, is reimbursed \$1,900, the Gov't cost for the transoceanic trip cost plus necessary ground transportation to the HOR. <i>The member is financially responsible for the additional cost of \$400 (one way). A dependent is not required to use Gov't air transportation IAW par. 5082-A.</i>	

~~*be. *****~~

7065-E:

E. Allowable Travel and Transportation

1. - 5. *****

*6. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

NOTE: The AO must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling SR&R travel.

7070-D:

D. Allowable Transportation Expenses

1. - 2. *****

*3. 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. The cost of commercial transportation may not exceed the policy-constructed airfare (app A1) between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

NOTE: The AO must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FVT.

*4. Unauthorized Expenses. Per diem, excess accompanied baggage, and UB charges are not payable or reimbursable.