



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tlw

16 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 76-15(I) – Cross Reference Corrections

1. **SYNOPSIS:** This item corrects miscellaneous incorrect cross references, and other minor errors.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by PDTATAC Staff.
4. These changes are scheduled to appear in the JTR, dated 1 July 2015.
5. **This determination is effective when printed in the JTR.**

JOEL T. RIDENOUR
Chief, Policy and 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

JTR REVISIONS

2310-B2g

*g. House hunting Trip (HHT) (par. 5892);

4959-C1

*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.

5084-D

*D. Exceptions. This par. does not apply to travel in Ch 5, Parts A3c and A3d; and par. 6020.

5116-A4b

*b. For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments. See par. 5096-G.

5180

*See par. 5648-A for HHG transportation for a DoD civilian employee married to a member when both are authorized HHG shipments to the same new PDS.

5558-B6

*6. Mobile home transportation. See Ch 5, Part B7.

5562-F

*F. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. 5562-D2a, the travel and transportation allowances in par. 5562-D2a are paid for the allowable expenses not covered ([B-173758, 8 October 1971](#)).

5566-E2

*2. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. 5566-B and 5566-C, as applicable.

5596-C1

*1. An employee is eligible for return transportation after completing the PDS service period agreement in par. 5840-C and App Q, Part 3. See pars. 5840-C7, 5840-C8, 5840-C9, 5840-C10, and 5840--C11, for exceptions to the PDS service period agreement; or

5648-A2

*2. See App W for authorized administrative weight allowance locations that may differ from the 4,500 lb. amount.

5658-E2d, Ex 2

*b. Example 2

EXAMPLE 2	
Storage terminates:	4 August 2009 (last day of work at the PDS)

Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. 5658-E2) Employee's eligibility ended: 4 August 1 st month after the month (August) the employee's eligibility ended was: September 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90 th day after the last day of work at the PDS:	*2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. 5658-E2b))

5694-B

*B. Additional Information on Consumable Goods. See App F1 for:

5754-D, D2, and D3

*D. Paying the Carrier. When paying the carrier, the employee or dependent/heir ensures that:

- *2. The carrier's preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir);
- *3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation; and

5756-F1a

*a. When a mobile home is towed by a POC, an allowance of \$.11/mile is paid to cover the transportation costs listed in par. 5754-E ([FTR, §302-10.201](#)).

5774-A1 and A2

- *1. TQSE(AE). Actual expense reimbursement. See Ch 5, Part B9c , and
- *2. TQSE(LS). Lump sum payment. See Ch 5, Part B9b.

5786-B4b

*b. If the AO offers an employee the TQSE(LS) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel order.

5866-F

*F. Example. If the Gov't's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is \$800; and the employee/spouse each performed a separate round trip HHT for a combined total of \$1,200 – the Gov't's overall reimbursement for both HHT trips is limited to \$800. The excess HHT trip cost of \$400 is the employee's personal financial responsibility

5868-3

*3. After the travel order has been issued ([CBCA 3612-RELO, 13 March 2014](#)).

5884-C2

2. **Example 1.** The traveler is authorized a 10 day HHT with per diem computed under the ‘Lodging Plus’ computation method. The standard CONUS per diem rate applies. See par. 5884-B1. The traveler and spouse travel together. *The traveler must provide lodging receipts.*

Employee’s Per Diem		
Travel day to Arlington:	$75\% \times \$46 = \$34.50 + \$70$ (single lodging cost) =	\$ 104.50
8 days in the Arlington Area:	$\$70$ (lodging) + $\$46$ (M&IE) = $\$116/\text{day} \times 8$ days =	*\$928.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
Total Per Diem for Employee		\$1,067.00
Spouse’s Per Diem		
Using par. 5592-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. 4130.		
Total Per Diem for Spouse	$75\% \times \$1,067.00$ (employee’s per diem) =	\$800.25
Total Per Diem Payment		
Employee’s per diem		\$1,067.00
Spouse’s per diem		+ \$800.25
Total Per Diem for Employee and Spouse		*\$1,867.25

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

Situation A:		
*The employee elects the 10-day HHT with per diem computed under the Lodging Plus computation method (par. 5884-B1). Using par. 5592-A, the employee is authorized per diem for the spouse up to the Standard CONUS per diem rate. The employee must provide lodging receipts. NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.		
Travel day to Arlington:	$\$77$ (lodging) + $\$34.50$ ($75\% \times \$46$) =	\$ 111.50
8 days in the Arlington area:	$\$77 + \$46 = \$123/\text{day} \times 8$ days =	\$984.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
Total Per Diem for Spouse		*\$1,130.00

5. **Example 4.** The employee is authorized a 10-day HHT with per diem computed under the Lodging Plus computation method. See par. 5884-B1. The employee and the spouse perform separate HHTs. *The employee must provide lodging receipts.*

Employee’s Per Diem		
Travel day to Arlington:	$\$130$ (single lodging cost) + $75\% \times \$51 = \$38.25 =$	\$ 168.25
5 days in the Arlington Area:	$\$130$ (lodging) + $\$51$ (M&IE) = $\$181/\text{day} \times 5$ days =	\$ 905.00
Travel day back to the PDS:	$75\% \times \$51 =$	+ \$ 38.25
Total Per Diem for Employee		\$1,111.50
Spouse’s Per Diem		
Using par. 5592-H, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. 4130.		
Travel day to Arlington:	$\$130$ (single lodging cost) + $75\% \times \$51 = \$38.25 =$	\$ 168.25

4 days in the Arlington Area:	\$130 (lodging) + \$51 (M&IE) = \$181/day x 4 days =	\$ 724.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
*Total Per Diem for Spouse		\$ 930.50
<u>Total Per Diem Payment</u>		
Employee's per diem		\$1,111.50
Spouse's per diem		+ \$ 930.50
Total Per Diem for Employee and Spouse		*\$2,042.00

5902-A1d, A1e, and A1i

- *d. HHG transportation and SIT (Ch 5, Part B5);
- *e. MEA (Ch 5, Part B10);
- *i. Storage of POV ICW support of Contingency Operations only (par. 5742).

5902-B4

***4. Property Management (PM) Service at the Employee's Old PDS Residence, for the TCS Duration**

- *a. See Ch 5, Part B15b.
- *b. See [FTR §302-3.418, §302-3.419, and §302-3.420](#).
- *c. PM services may be authorized only for a residence at the employee's PDS in CONUS/non-foreign OCONUS area from which the employee was assigned to the TCS location ([GSBCA 16138-RELO, 30 September 2003](#)).

5912-A3e

- *e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference ([CBCA 1825-RELO, 17 March 2010](#)):

5912-B

B. Reimbursement Limit. Total reimbursements must not exceed:

5922-B25

- *25. Overall Limitations

6520-A and A2

*A. Eligibility. If it is necessary to evacuate the employee and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. *****
- *2. Driven by the employee/immediate family member to the PDS at which POV use was in the Gov't's interest.

Ch 7, TOC

7065 RAT LEAVE
H. RAT Non-Cumulative

7065-E5

MAP/CAP 76-15(I)
Rev 1 (6/16/15)

*5. *POC mileage is not authorized for RAT while on an OCONUS tour (FTR, §302-4.301).*

10416-A2

*2. A location near, but outside the limits of, the new PDS or to the homeport of a ship, afloat staff, or afloat unit and per diem stops IAW par. 5046. BAH or OHA for the new PDS begins the day per diem stops.

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



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JTR REVISIONS

2310-B2g

*g. House hunting Trip (HHT) (par. [58945892](#));

4959-C1

*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 ~~N-B14~~ purposes.

5084-D

*D. Exceptions. This par. does not apply to travel in Ch 5, Parts ~~C3-A3c~~ and ~~A3dC4~~; and par. 6020.

5116-A4b

*b. For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments. See par. [5096-G5144-G](#).

5180

*See par. ~~5106-J5648-A~~ for HHG transportation for a DoD civilian employee married to a member when both are authorized HHG shipments to the same new PDS.

5558-B6

*6. Mobile home transportation. See Ch 5, Part ~~B6B7~~.

5562-F

*F. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. 5562-~~Da2D2a~~, the travel and transportation allowances in par. 5562-~~D2aDa2~~ are paid for the allowable expenses not covered ([B-173758, 8 October 1971](#)).

5566-E2

*2. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. 5566-B and 5566-~~C~~, as applicable.

5596-C1

*1. An employee is eligible for return transportation after completing the PDS service period agreement in par. 5840-C and App Q, Part 3. See pars. 5840-C7, 5840-C8, 5840-C9, 5840-C10, and ~~56245840~~-C11, for exceptions to the PDS service period agreement; or

5648-A2

*2. See App W for ~~approved-authorized~~ administrative weight allowance locations that may differ from the 4,500 lb. amount.

5658-E2d, Ex 2

*b. Example 42

EXAMPLE 2	
Storage terminates:	4 August 2009 (last day of work at the PDS)

Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. 5658-E2) Employee's eligibility ended: 4 August 1 st month after the month (August) the employee's eligibility ended was: September 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90 th day after the last day of work at the PDS:	*2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. 56758-E2b))

5694-B

*B. Additional Information on Consumable Goods. See App F1 for:

5754-D, D2, and D3

*D. Paying the Carrier. When paying the carrier, the employee or dependent/heir ensures that:

*2. The carrier's preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir); ~~and~~

*3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation; ~~and~~

5756-F1a

*a. When a mobile home is towed by a POC, an allowance of \$.11/mile is paid to cover the transportation costs listed in par. 5754-E (~~FTR, §302-10.201~~~~FTR, §302-10.201~~).

5774-A1 and A2

*1. TQSE(AE). Actual expense reimbursement. See Ch 5, Part B9c—see Parts H2 and H4, and

*2. TQSE(LS). Lump sum payment. See Ch 5, Part B9b—see Part H3.

5786-B4b

*b. If the AO offers an employee the TQSE(LS) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel ~~authorization~~order.

5866-F

*F. Example. If the Gov't's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is \$800; and the employee/spouse each performed a separate round trip HHT for a combined total of \$1,200 – the Gov't's overall reimbursement for both HHT trips is limited to \$800. The excess HHT trip cost of \$400 is the employee's personal financial responsibility borne by the employee.

5868-3

*3. After the travel ~~authorization order~~ has been issued (CBCA 3612-RELO, 13 March 2014).

5884-C2

2. **Example 1.** The traveler is authorized a 10 day HHT with per diem computed under the ‘Lodging Plus’ computation method. The standard CONUS per diem rate applies. See par. 5884-B1. The traveler and spouse travel together. *The traveler must provide lodging receipts.*

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Total Per Diem for Spouse	$75\% \times \$1,067.00$ (employee’s per diem) =	\$800.25
Total Per Diem Payment		
Employee’s per diem		\$1,067.00
Spouse’s per diem		+ \$800.25
Total Per Diem for Employee and Spouse		*\$1,867.25

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

Situation A:		
*The employee elects the 10-day HHT with per diem computed under the ‘Lodging Plus’ computation method (par. 5884-B1). Using par. 5592-A, the employee is authorized per diem for the spouse up to the Standard CONUS per diem rate. The employee must provide lodging receipts. NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.		
Travel day to Arlington:	$\$77$ (lodging) + $\$34.50$ ($75\% \times \$46$) =	\$ 111.50
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Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
Total Per Diem for Spouse		*\$1,130.00

5. **Example 4.** The employee is authorized a 10-day HHT with per diem computed under the ‘Lodging Plus’ computation method. See par. 5884-B1. The employee and the spouse perform separate HHTs. *The employee must provide lodging receipts.*

Employee’s Per Diem		
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Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
*Total Per Diem for <u>EmployeeSpouse</u>		\$ 930.50
<u>Total Per Diem Payment</u>		
Employee's per diem		\$1,111.50
Spouse's per diem		+ \$ 930.50
Total Per Diem for Employee and Spouse		*\$2,042.00

5902-A1d, A1e, and A1i

*d. HHG transportation and SIT (Ch 5, Part B5);

*e. MEA (Ch 5, Part JB10);

*i. Storage of POV ICW support of Contingency Operations only (par. 5742).

5902-B4

*4. Property Management (PM) ~~Service for the Employee's Residence~~ at the Employee's Old PDS Residence, for the TCS Duration;

*a. See Ch 5, Part B15b, ~~(FTR §§302-3.418, 302-3.419, 302-3.420)~~

*b. See FTR §302-3.418, §302-3.419, and §302-3.420.

*c. PM services may be authorized only for a residence at the employee's PDS in CONUS/non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003).

5912-A3e

*e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference (CBCA 1825-RELO, 17 March 2010):

5912-B

Effective for an employee whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements must not exceed:

5922-B25

*252. Overall Limitations

6520-A and A2

*A. Eligibility. If it is necessary to evacuate the traveler-employee and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. *****

*2. Driven by the traveler-employee/immediate family member to the PDS at which POV use was "in the Gov't's interest."

Ch 7, TOC

7065

RAT LEAVE

H. RAT Non-Cumulative Travel in Family Units not Required

7065-E5

| *5. *POC mileage is not authorized for RAT while on an OCONUS tour ([FTR, §302-4.301](#)).*

10416-A2

| *2. A location near, but outside the limits of, the new PDS or to the homeport of a ship, afloat staff, or afloat unit and per diem stops IAW par. [50685046](#); BAH or OHA for the new PDS begins the day per diem stops.