



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/tlw

7 July 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 96-16(I) -- Return to PDS During Long-Term TDY

1. **SYNOPSIS:** Clarifies the circumstances under which return to the PDS during long-term TDY is authorized.
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 August 2016.
5. This determination is effective when printed in the JTR.
6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

**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

### **\*4435 RETURN TO PDS DURING LONG-TERM TDY**

\*A. General. A traveler, on long-term TDY (other than deployment), may be authorized to periodically return, in an official travel status, to the PDS/place from which the traveler commutes daily to the PDS. Periodic return travel to the PDS/place from which the traveler commutes daily, is *not authorized for Coast Guard members*.

#### \*B. Travel and Transportation

\*1. Authorization/Approval. Periodic return travel must be authorized/approved and included in the travel order/voucher.

\*2. Travel and Transportation. Round trip transportation expense reimbursement is authorized for travel *only* to the PDS/place from which the traveler commutes daily to the PDS for periodic returns. Travel and transportation allowances are the same as TDY travel

\*3. Per Diem. Per diem is:

\*a. Authorized for travel days on the same basis as TDY travel (see pars. 4065 and 4080).

\*b. *Not authorized at the PDS/place from which the traveler commutes daily to the PDS.*

\*4. Periodic Return Travel Not Authorized. A traveler who is not authorized/approved periodic returns to the PDS is paid for:

\*a. Personal returns to the PDS IAW par. 4440, and/or

\*b. Travel to an alternate location on non-duty days IAW par. 4445.

\*5. Periodic Return Travel ICW Duty Hours

\*a. Periodic return travel is an exception to the policy of scheduling travel during regular duty hours. Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.

\*b. An employee, not exempt from the [Fair Labor Standards Act Overtime Provisions](#), should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary ([55 Comp. Gen. 1291 \(1976\)](#)). **(Employees Only)**.

#### C. Lodging Retained at TDY Location during Authorized Return

1. Authorization/Approval. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;

b. The traveler's efforts to obtain lodging on a weekly/monthly basis or other long term rental agreement; and

\*c. Factors such as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return; when the retained lodging is charged on a daily basis.

\*2. Lodging Reimbursement

\*a. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense, NTE the locality per diem lodging ceiling. See App G for reimbursable expenses.

\*b. See par. 4250 when flat-rate per diem for long-term TDY is authorized.

\*c. See par. 7050 if TDY supports a Contingency Operation (Members Only).

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



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/tlw

7 July 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 96-16(I) -- Return to PDS During Long-Term TDY

1. **SYNOPSIS:** Clarifies the circumstances under which return to the PDS during long-term TDY is authorized.
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 August 2016.
5. This determination is effective when printed in the JTR.
6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

**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

### \*4435 RETURN TO PDS DURING LONG-TERM TDY

#### \*A. General.

~~\*1. A traveler, on long-term TDY (other than deployment), may be authorized to periodically return, in an official travel status, to the PDS/place from which the traveler commutes daily to the PDS, on weekends or other non-workdays.~~

~~\*2. Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the traveler remained at the TDY location.~~

~~\*3. Periodic return travel to the PDS/place of abode from which the traveler commutes daily, is not authorized for Coast Guard members.~~

#### \*B. Travel and Transportation

\*1. Authorization/Approval. Periodic return travel must be authorized/approved and included in the travel order/voucher.

\*2. Travel and Transportation. Round trip transportation expense reimbursement is authorized for travel only to the PDS/place from which the traveler commutes daily to the PDS for periodic returns. Travel and transportation allowances are the same as TDY travel

\*3. Per Diem. Per diem is:

\*a. Authorized for travel days on the same basis as TDY travel (see pars. 4065 and 4080).

\*b. Not authorized at the PDS/place from which the traveler commutes daily to the PDS.

\*4. Periodic Return Travel Not Authorized. A traveler who is not authorized/approved periodic returns to the PDS is paid for:

\*a. Personal returns to the PDS IAW par. 4440, and/or

\*b. Travel to an alternate location on non-duty days IAW par. 4445.

\*5. Periodic Return Travel ICW Duty Hours

\*a. Periodic return travel is an exception to the policy of scheduling travel during regular duty hours. Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.

\*b. An employee, not exempt from the Fair Labor Standards Act Overtime Provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary (55 Comp. Gen. 1291 (1976)). **Employees Only!**

#### B. Authorized Return

~~1. Transportation expense reimbursement is not authorized for travel to a location (other than the PDS/place from which the traveler commutes daily to the PDS) for personal reasons, (and return to the TDY location). The traveler is authorized per diem related expenses (based on the TDY location per diem rate) and any reimbursable expenses (App G) that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).~~

~~2. Return travel must be authorized/approved and included in the travel order/voucher. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.~~

~~3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. 4440.~~

~~4. An employee, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary (55 Comp. Gen. 1291 (1976)). (Employees Only).~~

5. Computation Examples (Employees Only)

a. Example 1

An employee is TDY from Location A to Location B (with a per diem rate of \$173 (\$122/\$51)) drives to Location C on Friday night and returns to Location B Sunday night.

The employee checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights.

The employee pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging on Friday and Saturday.

Even though the per diem rate in Location C is \$196 (\$149/\$47), the employee is limited to \$122/night for lodging (and lodging tax on \$122—12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday.

This is because the Location B rate is \$173 (\$122/ \$51) and the employee is being paid per diem that would have been paid (max \$122/ \$51) had the employee remained in Location B.

The employee's lodging tax in Location C each night is limited to \$14.64 per night (12% of \$122).

The employee is reimbursed up to \$29.28 for lodging tax while in Location C.

***The employee is not authorized any TDY mileage for driving between Locations B and C.***

b. Example 2

An employee TDY from Location X to Base Y (with a per diem rate of \$161 (\$110/\$51)) at which the employee is staying on the Base at a cost of \$20/night with no charge for room tax and is paid the \$32 PMR based on the use of 1 or 2 Gov't meals daily.

The employee drives to Location Z on Friday night and returns to Base Y Sunday night.

The employee checks out of the Base Y Qtrs on Friday and stays in a Location Z hotel Friday and Saturday nights.

The employee paid \$75 and 12% lodging tax (\$9) for Location Z lodging each night on Friday and Saturday.

Even though the Location Z per diem rate is \$128 (\$79/\$49) the employee is paid \$75/night for lodging and reimbursement of Location Z lodging taxes (\$18 for both nights) and is paid \$51/day for M&IE on Friday and Saturday. This is because the employee is being paid per diem (NTE \$110 for lodging plus \$51 for M&IE) that would have been paid had the employee remained in Base Y.

The fact that the employee was using Gov't Qtrs and 1 or 2 Gov't meals per day has no effect on the employee's M&IE on days when not using those meals.

*The employee is not authorized any TDY mileage for driving between Locations Y and Z.*

c. Example 3

An employee TDY from Location D to Location E (with a per diem rate of \$161 (\$110/\$51)), at which the employee is staying with a friend and incurring no lodging costs.

The employee drives to Location F on Friday night and returns to Location E Sunday night.

The employee stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9) for Location F lodging each night.

Even though the Location F per diem rate is \$113 (\$70/\$43), the employee is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the employee is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the employee remained in Location E.

The fact that the employee was staying with a friend has no effect on the employee's per diem on days when not staying with the friend.

*The employee is not authorized any TDY mileage for driving between Locations E and F.*

C. Lodging Retained at TDY Location during Authorized Return

1. Authorization/Approval. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

- a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
- b. The traveler's efforts to obtain lodging on a weekly/monthly basis or other long term rental agreement; and

~~\*c. Factors such as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return; when the retained lodging is charged on a daily basis.~~

\*2. Lodging Reimbursement

\*a. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense, NTE the locality per diem lodging ceiling.

~~b.~~ See App G for reimbursable expenses.

\*b. See par. 4250 when flat-rate per diem for long-term TDY is authorized.

\*c. See par. 7050 if TDY supports a Contingency Operation (Members Only).

~~3. Contingency Operation (Members Only). See par. 7050 for lodging reimbursement if TDY supports a Contingency Operation.~~

~~4. Long Term TDY Flat Rate Per Diem. See par. 4250 for lodging retained at a TDY location while authorized a flat rate per diem for long term TDY.~~