



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

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PDTATAC/hm

31 December 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 187-14(I)/CAP 187-14(I) – Local, TDY and PCS Computations

1. **SYNOPSIS:** Updates local, TDY and PCS computations using the new calendar year (CY) 2015 meals and mileage rates, which are effective 1 January 2015.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in the JTR, dated 1 February 2015.
5. This determination is *effective on 1 January 2015*.

*//approved by Velda Potter//*

*for*

**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

### Par. 4280-D:

A-C. \*\*\*\*\*

D. Examples. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't 's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services.

#### 1. Uniformed Members Only

##### a. Example 1. Per Diem Rate/POC TDY Mileage Computation.

<p>A member is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. Installation) is to the Gov't 's advantage and authorized on the order (par. 4710). The member arrives at the TDY station on day 2 and completes the TDY assignment on day 4.</p> <p>Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&amp;IE.</p> <p>The per diem rate for the TDY location is \$131 (\$85/ \$46); actual lodging cost is \$90/night. The per diem rate for both stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night. The 12 hour rule does not apply because the TDY period is over 12 hours.</p> <p><i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i></p>					
ITINERARY					
Date	Depart	Arrive	Per Diem Rate	<u>Lodging Cost</u>	<u>POC Distance</u>
10 May	Residence	1st Stopover	\$141 (\$85/ \$56)	\$60	400 miles
11 May	En Route	TDY Station	\$131 (\$85/ \$46)	\$90	15 miles
12 May	TDY Station	TDY Station	\$131 (\$85/ \$46)	\$90	
13 May	TDY Station	2nd Stopover	\$141 (\$85/ \$56)	\$60	365 miles
14 May	En Route	Residence	Use 2 <sup>nd</sup> Stopover M&IE		50 miles
REIMBURSEMENT					
Day 1	$\$60 + [\$56 \times 75\%] = \$60 + \$42 =$				\$102.00
Day 2	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 3	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 4	$\$60 + \$56 =$				\$116.00
Day 5	$\$56 \times 75\% =$				\$ 42.00
*1 round trip of 830 miles (official distance) x \$.575/mile =					<u>\$ 477.25</u>
<b>*Total Reimbursement</b>					<b>\$999.25</b>

##### b. Example 2. Per Diem Rate – Standard GMR/PMR and POC TDY Mileage Computation

<p>A member is TDY to a U.S. Installation at which Gov't lodging (\$6/night) and dining facility/mess are available. GMR is directed in the order. The AO approves the PMR on the 17<sup>th</sup> because breakfast was not available.</p>
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POC use between the residence and TDY station is to the Gov't's advantage and is authorized on the order (par. 4710).

\*The maximum per diem rate is \$131 (\$85/ \$46). Standard GMR (par. 4200-B1b) is \$13.85 and the PMR (par. 4200-B1c) is \$28 plus the CONUS \$5 IE rate applies in this example.

***NOTE: Gov't dining facility/mess deductions are never made for arrival and departure days. The GMR and PMR rates used in this example are for illustrative purposes only –App A for the current GMR.***

ITINERARY			
Date	Depart	Arrive	POC Distance
15 March	Residence	TDY Station	325 miles
16 to 18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
REIMBURSEMENT			
15 March	$\$6 + (\$46 \times 75\%) = \$6 + \$34.50 =$		\$ 40.50
16 March	*\$6 + \$13.85 (GMR) + \$5 (IE) =		*\$ 24.85
17 March	$\$6 + \$28 \text{ (PMR)} + \$5 \text{ (IE)} =$		\$ 39.00
18 March	*\$6 + \$13.85 (GMR) + \$5 (IE) =		*\$ 24.85
19 March	$\$46 \times 75\% =$		\$ 34.50
*1 round trip of 650 miles (official distance) x \$.575/mile =			<u>*\$ 373.75</u>
<b>*Total Reimbursement</b>			<b>*\$537.45</b>

c. **Example 3.** \*\*\*\*\*

2. \*\*\*\*\*

**Par. 4440-E:**

A-D. \*\*\*\*\*

E. **Computation.** Following are examples of computing per diem and making cost comparisons under this paragraph. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services per par. 3210-D).

***NOTE: The per diem, TDY mileage, and GMR used in these examples are for illustrative purposes and may not reflect current rates. See par. 2600 for the current TDY mileage rate; par. 2605 for the current MALT rate; and App A for the GMR.***

1. **Example 1.** Per Diem and POC TDY Mileage Computation

<p>A traveler performs TDY (not at a U.S. Installation) and returns to the PDS during the TDY period on the weekend for personal reasons.</p> <p>The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46).</p> <p>AEA is not authorized.</p> <p>Per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS.</p> <p>POC use between residence and TDY station is to the Gov't's advantage and authorized on the order for one round trip.</p>
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\*The traveler is due \$1,506.75 (constructed cost since it is less than the actual cost for this example).

AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
24 to 26 June	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
27 June	$\$46 \times 75\% =$		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
30 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
3 July	$\$46 \times 75\% =$		\$ 34.50
*2 round trips of 650 miles (official distance) = 1,300 miles x \$.575/mile =			*\$747.50
<b>Actual Cost Total</b>			<b>*\$1,681.50</b>
CONSTRUCTED COST			
23 June	$\$65 + [\$46 \times 75\%] = \$65 + \$34.50 =$		\$ 99.50
24 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 9 \text{ days} =$		\$999.00
3 July	$\$46 \times 75\% =$		\$ 34.50
*1 round trip of 650 miles (official distance) x \$.575/mile =			*\$373.75
<b>Constructed Cost Total</b>			<b>*\$1,506.75</b>

2. Example 2. Per Diem, Discount GMR and POC TDY Mileage Computation

A traveler is TDY at a U.S. Installation at which a Gov't dining facility/mess is available for all meals and the lodging cost is \$6/night. Gov't dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

\*The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. 4200-B1b) is \$10.45 plus \$5 IE for this example.

POC use between residence and TDY station is to the Gov't's advantage and authorized on the order for one round trip.

\*The member is due \$416.45 (constructed cost since it is less than the actual cost for this example).

***NOTE: Gov't dining facility/mess deductions are not made for arrival and departure days (pars. 4065 and 4080). The GMR rate used in the example is for illustrative purposes only – see App A for the current GMR.***

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	

11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	* $\$6 + \$10.45 + \$5$ (IE) =		*\$ 21.45
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14 & 15 July	* $\$6 + \$10.45 + \$5$ (IE) = $\$21.45/\text{day} \times 2 \text{ days} =$		*\$ 42.90
16 July	$\$46 \times 75\% =$		\$ 34.50
*2 round trips of 370 miles (official distance) $\times 2 = 740 \text{ miles} \times \$0.575/\text{mile} =$			*\$425.50
<b>Actual Cost Total</b>			<b>*\$639.85</b>
<b>CONSTRUCTED COST</b>			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 to 15 July	* $\$6 + \$10.45 + \$5$ (IE) = $\$21.45/\text{days} \times 6 \text{ days} =$		*\$128.70
16 July	$\$46 \times 75\% =$		\$ 34.50
*1 round trip of 370 miles (official distance) $\times \$0.575/\text{mile} =$			*\$212.75
<b>Constructed Cost Total</b>			<b>*\$416.45</b>

3. \*\*\*\*\*

4. Example 4. TDY Per Diem & POC TDY Mileage Computation (*GOV Not Available*)

<p>A traveler is assigned to a TDY location. The travel order does not require the traveler's daily return to headquarters. The traveler elects POC travel (for personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours.</p> <p>*NTE the maximum TDY location per diem rate \$144 (\$83/ \$61) may be reimbursed for the round trip between the TDY and PDS locations. The traveler's lodging cost is \$83/day if the traveler remained at the TDY location.</p> <p>*The traveler is due \$528 (actual cost) which is less than the constructed cost.</p>				
Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles one way
Tue	10/16	0600	1830	75 miles one way
Wed	10/17	0600	1830	75 miles one way
Thu	10/18	0600	1830	75 miles one way
<b>REIMBURSEMENT</b>				
<b>PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED</b>				
Mon	10/15	$75\% \times \$61 =$		\$ 45.75
Tue	10/16	$75\% \times \$61 =$		\$ 45.75
Wed	10/17	$75\% \times \$61 =$		\$ 45.75
Thu	10/18	$75\% \times \$61 =$		\$ 45.75

*Four round trips of 150 miles each = 600 miles x \$.575/mile =			*\$ 345.00
Per Diem & POC TDY Mileage for Actual Travel Total =			<b>*\$528.00</b>
<b>Gov't's CONSTRUCTED COST</b>			
Mon	10/15	\$83 + (75% x \$61) =	\$128.75
Tue to Wed	10/16 to 10/17	\$83 + \$61 = \$144/day x 2 days =	\$288.00
Thu	10/18	75% x \$61 =	\$ 45.75
*One round trip of 150 miles x \$.575/mile =			*\$ 86.25
<b>Constructed Cost Total</b>			<b>*\$548.75</b>

5. Example 5. \*\*\*\*\*

**Par. 5016:**

A. General

1-3. \*\*\*\*\*

4. PCS Mixed Modes Example. The rates in this example may not be current. See par. 2025 for the Standard CONUS per diem rate. See par. 2605 for the MALT rate.

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
*DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is \$.23/mile		'MALT Plus' per diem rate is \$129/day Leave address M&IE is \$51 New PDS M&IE is \$71	
<b>COST FOR ACTUAL TRAVEL:</b>			
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)		\$250.00
	Taxi to airport		\$ 25.00
	Per diem: 75% x \$51 =		\$ 38.25
20 to 30 Jul	*MALT: 838 miles x \$.23/mile =		*\$192.74
	MALT Plus' per diem: \$129/day x 3 days =		<u>\$ 387.00</u>
<b>Total Actual Cost =</b>			<b>*\$892.99</b>
<b>COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:</b>			
1 to 9 Jul	*MALT rate: 2,984 miles x \$.23/mile =		*\$686.32
	MALT Plus' per diem: \$129/day x 9 days =		<u>\$1,161.00</u>
<b>*Total Constructed Cost =</b>			<b>\$1,847.32</b>
*Reimburse to the member the actual cost (\$892.99) NTE the constructed cost (\$1,847.32).			
<b>The member is due:</b>			<b>*\$892.99</b>

B. \*\*\*\*\*

**Par. 5024:**

A. \*\*\*\*\*

B. Examples

1. Example 1

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi \$25
	Arrive:	New PDS		
Member spends \$115 for lodging on 15 July. POE per diem rate is \$188 (\$126/ \$62). POE is not the local terminal for the old PDS. M&IE for the new PDS is \$46. *MALT rate per authorized POC is \$.23/mile.				
<b>REIMBURSEMENT:</b>				
15 Jul	Per diem: \$115 (\$115 < \$126) + (75% x \$62 = \$46.50) =			\$ 161.50
	*MALT: 114 miles x \$.23/mile =			*\$26.22
16 Jul	Per diem: 75% x \$46 =			\$34.50
	Taxi			\$ 25.00
<b>Total Reimbursement =</b>				<b>*\$247.22</b>
<b><i>NOTE: MALT &amp; 'Lodging Plus' per diem are paid for the same day.</i></b>				

2. Example 2

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi \$20
	Arrive:	New PDS		
Member spends \$110 for lodging on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). M&IE for the new PDS is \$60. Standard CONUS per diem = \$129. *MALT rate per authorized POC is \$.23/mile.				
<b>REIMBURSEMENT:</b>				
1 & 2 Aug	\$129/day x 2 days			\$258.00
3 Aug	\$110 + \$42 =			\$152.00
	*805 miles x \$.23/mile =			*\$185.15
4 Aug	75% x \$60 =			\$ 45.00
	Taxi			\$ 20.00
<b>Total Reimbursement =</b>				<b>*\$660.15</b>
<b><i>NOTE: Though there is another 'MALT Plus' per diem day payable, pay 'Lodging Plus' computed per diem for the night spent at the port.</i></b>				

3. Example 3

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
Member spends \$75/night for lodging 4 to 9 Jun while TDY. TDY per diem rate is \$129 (\$83/ \$46). Standard CONUS per diem = \$129. *MALT rate per authorized POC is \$.23/mile.				
<b>REIMBURSEMENT:</b>				
1 to 3 Jun	\$129/day x 3 days =			\$387.00
4 Jun	\$75 + \$46 =			\$121.00
	*1,200 miles x \$.23/mile =			*\$276.00
5 to 9 Jun	(\$75 + \$46)/day x 5 days =			\$605.00
10 Jun	\$129/day x 1 day =			\$129.00
	*300 miles x \$.23/mile =			*\$ 69.00
<b>Total Reimbursement =</b>				<b>*\$1,587.00</b>
<b>NOTE: MALT is paid 4 June; pay 'Lodging Plus' per diem since the member arrived at the TDY location that day.</b>				

4. Example 4

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
Member spends \$109 for lodging on 10 Jul. POE per diem rate is \$155 (\$109/ \$46). POD is not the local terminal for the new PDS. New PDS M&IE is \$82. Standard CONUS per diem = \$129. *MALT rate per authorized POC is \$.23/mile.				
<b>REIMBURSEMENT:</b>				
1 to 9 Jul	\$129/day x 3 days =			\$387.00
10 Jul	\$109 + \$46 =			\$155.00
	*1,080 miles x \$.23/mile =			*\$248.40
11 Jul	75% x \$82 =			\$ 61.50
	*120 miles x \$.23/mile =			*\$ 27.60
<b>Total Reimbursement =</b>				<b>*\$879.50</b>
<b>NOTE: Though MALT is paid 11 July, pay 'Lodging Plus' computed per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.</b>				

**Par. 5094:**

A-E. \*\*\*\*\*

F. Examples

1. CONUS to OCONUS PCS. The Standard CONUS per diem rate used in this example may not be current. See par. 2025.

Member, spouse, and 4 year old child perform PCS travel. Family spends \$150 for lodging (single room rate is \$120) on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). New PDS M&IE is \$60. Standard CONUS per diem = \$129.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
1 to 3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi @ \$20
REIMBURSEMENT				
1 & 2 Aug	\$290.25 (\$129 member + 96.75 spouse + 64.50 child)/day x 2 days=			\$580.50
3 Aug	\$110 + \$42 (member) =			\$152.00
	(\$152 x 75% spouse) + (\$152 x 50% child) =			\$190.00
4 Aug	\$60 x 75% = (member)			\$ 45.00
	*60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) =			\$ 56.25
MALT	*600 miles x \$.23/mile =			*\$ 138.00
Taxi				\$ 20.00
<b>Total Reimbursement</b>				<b>*\$1,181.75</b>

2. OCONUS to CONUS PCS. The Standard CONUS per diem rate used in this example may not be current. See par. 2025.

Member, spouse, 14 year old child and 10 year old child perform PCS travel. Family spends \$220 for lodging (single room rate is \$100) on 15 Jul. POE per diem rate is \$188 (\$126/ \$62). New PDS M&IE is \$46. Standard CONUS per diem = \$129. MALT & 'Lodging Plus' per diem are paid for the same day.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi @ \$25
REIMBURSEMENT				
15 July	\$62 x 75% = \$46.50 + \$100 (\$100 less than \$126) (member) =			\$146.50
	*219.75 (\$146.50 x 75%/dependent x 2 dependents ≥ age 12) + \$73.25 (\$146.50 x 50%/dependent < age 12) =			\$293.00
16 July	\$46 x 75% = (member)			\$ 34.50
	*51.75 (\$46 x 75% x 75%/dependent x 2 dependents ≥ age 12) + \$17.25 (\$46 x 75% x 50%/dependent < age 12) =			\$ 69.00
	*MALT: 600 miles x \$.23/mile =			*\$ 138.00
	Taxi			\$ 25.00
<b>Total Reimbursement</b>				<b>*\$706.00</b>

**Par. 5328:**

**NOTE:** Of the various computation possibilities, the Services chose the following comparisons to use.

A. **Example 1.** This example is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. **Step 1.** Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

<b>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</b>				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$129/day x 8 days (\$1,032)	+	*2,665 miles x \$.23/mile (\$612.95)=	*\$1,644.95
Spouse	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
1 <sup>st</sup> Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
2 <sup>nd</sup> Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
<b>TOTAL</b>				<b>*\$3,966.95</b>

2. **Step 2.** Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95
Spouse	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95
1 <sup>st</sup> Child	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 <sup>nd</sup> Child	\$96.75/day x 8 days (\$774) =			\$ 774.00
<b>TOTAL</b>				<b>*\$4,837.90</b>

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<b>Reimbursement Limitation to Drive One POC and Transport One POV</b>	
*Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,837.90) <b>minus</b> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,966.95).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
*2. Reimbursement limitation is \$4,837.90 (Step 2) - \$3,966.95 (Step 1) =	<u>*\$870.95</u>
*3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500 - \$870.95 =	<b>*\$ 629.05</b>

B. **Example 2.** This example is based on a member married to member couple, and two other dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. **Step 1.** Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

<b>Member, Member, and 2 Children, Perform Concurrent Travel in One POC</b> (See par. 5164)				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$129/day x 8 days (\$1,032)	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95

Member 2	\$129/day x 8 days (\$1,032)		\$ 1,032.00
1 <sup>st</sup> Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =		\$ 774.00
2 <sup>nd</sup> Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =		\$ 774.00
<b>TOTAL</b>			\$ *4,224.95

2. **Step 2.** Construct the cost for the 2 members and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95
Member 2	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.23/mile (\$612.95) =	*\$1,644.95
1 <sup>st</sup> Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 <sup>nd</sup> Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
<b>TOTAL</b>				<b>*\$4,837.90</b>

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<b>Reimbursement Limitation to Drive One POC and Transport One POC</b>	
*Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,837.90) <b>minus</b> the cost of both members and 2 children, performing concurrent travel in 1 POC (\$4,224.95).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
*2. Reimbursement limitation is \$4,837.90 (Step 2) - \$4,224.95 (Step 1) =	<b>*\$612.95</b>
*3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500-\$612.95 =	<b>*\$887.05</b>

**Par. 5530:**

A. General

1-2. \*\*\*\*\*

3. PCS Mixed Modes Example

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized *POC is \$.23/mile		'MALT Plus' per diem rate is \$129/day Leave address M&IE is \$51 New PDS M&IE is \$71	

<b>COST FOR ACTUAL TRAVEL:</b>		
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)	\$250.00
	Taxi to airport	\$ 25.00
	Per diem: 75% x \$51 =	\$ 38.25
20 to 30 Jul	MALT: 838 miles x \$.23/mile =	*\$192.74
	MALT Plus' per diem: \$129/day x 3 days =	<u>\$ 387.00</u>
<b>Total Actual Cost =</b>		<b>*\$892.99</b>
<b>COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:</b>		
1 to 9 Jul	MALT rate: 2,984 miles x \$.23/mile =	*\$686.32
	MALT Plus' per diem: \$129/day x 9 days =	<u>\$1,161.00</u>
<b>Total Constructed Cost =</b>		<b>\$1,847.32</b>
*Reimburse to the employee the actual cost (\$892.99) NTE the constructed cost (\$1,847.32).		
<b>The employee is due:</b>		<b>*\$892.99</b>

B. \*\*\*\*\*

**Par. 5624:**

A. \*\*\*\*\*

B. Reimbursement Computation Example for One Car

1. Employee, Spouse, and 1 Child

<b>Reimbursement Computation for Employee, Spouse, and 1 Child in One POC</b>		
An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.		
*1. POC travel reimbursement is based on 2,826 miles x \$.23/mile (par. 2605-B). 2,826 miles x \$.23/mile = \$649.98.		*\$649.98
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the employee pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129/day (Standard CONUS per diem rate). \$129/day x 8 days = \$1032		
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).		\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =		\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =		\$325.00
6. Amount spent on tolls		<u>+ 10.00</u>
7. <b>TOTAL REIMBURSEMENT</b>		<b>*\$2,122.48</b>

2. Two Employees (married to each other) and 1 Child

<b>Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC</b>
---

Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. 3025. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
*1. POC travel reimbursement for one employee is based on 2,826 miles @ \$.23/mile. See par. 2605-B. 2,826 miles x \$.23/mile = \$649.98.	*\$649.98
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$1032/employee). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% =	\$360.00
5. Amount spent on tolls	+ \$10.00
<b>6. TOTAL REIMBURSEMENT</b>	<b>*\$2,389.98</b>
*Total reimbursement to employee 1 is \$649.98 + \$650 + \$10 = <b>\$1,309.98</b>	
Total reimbursement to employee 2 is \$720 + \$360 = <b>\$1,080</b>	

C. Reimbursement Computation Example for Two POCs

<b>Reimbursement Computation for Two POCs</b>	
An employee performs PCS travel from Location A to Location B using two POCs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025.	
*1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x \$.23/mile, par. 2605-B. 2,826 miles x \$.23/mile =	*\$649.98
*2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x \$.23/mile, par. 2600-A. 2,826 miles x \$.23/mile =	*\$649.98
3. Allowable per diem for employee based on 'Lodging Plus' for 8 day maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
7. Amount spent on tolls	+ \$10.00
<b>8. TOTAL REIMBURSEMENT</b>	<b>*\$2,772.46</b>

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. 5592 and 5552.

<b>MALT Computation for Two Separate Trips</b>
--

An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
*866 miles x \$.23/mile (employee only) =	*\$199.18
*866 miles x \$.23/mile (spouse and 2 children) =	* \$199.18
<b>TOTAL MALT PAYABLE FOR POC TRAVEL</b>	<b>*\$398.36</b>
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).	
No per diem is payable on the employee's behalf for the employee's second trip.	
The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.	
The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. 5592 and 5552.	

**Par. 7060 (UNIFORMED MEMBERS ONLY):**

A-E. \*\*\*\*\*

F. Reimbursement

1. Member Procured Transportation Examples. *Costs in these examples are not actual costs and are used for illustration only.*

a-b. \*\*\*\*\*

c. POC Use. When the Service authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. 5164-A and/or 5074. If the Service does not authorize/approve POC use, reimbursement is limited to the policy constructed airfare (see App A definition).

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 11 year old child. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS HOR residence.	
3. The destination per diem rate @ the time of travel was \$139 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =	\$ 17.25
7. City pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
<b>Total constructed Gov't city pair airfare cost =</b>	<b>\$1,924.63</b>
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	

*POC MALT: 3,063 miles x \$.23/mile =		*\$ 704.49
Per Diem for Actual Travel using 'MALT Plus' Method		
Days 1 to 9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)	
Member's authorized per diem = 9 days x \$129/day =		\$ 1,161.00
Per diem for the accompanying spouse @ 75% of the member's amount =		\$ 870.75
Per diem for the accompanying child (under age 12) at 50% of the member's amount =		\$ 580.50
<b>Total actual amount =</b>		<b>*\$ 3,316.74</b>
In this example, the city pair airfare to the CONUS HOR is less expensive than POC 'MALT Plus' travel to the HOR. The member's reimbursement is limited to the policy constructed airfare of \$599/person if the Service did not authorize/approve POC use.		
<b>*The member is financially responsible for the additional cost (\$3,316.74 - \$1,924.63) of \$1,392.11.</b>		
If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT Plus' on behalf of eligible travelers. See par. 7060-F1c.		

(2) Example 2

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the CONUS HOR on day 9. Constructed transportation and per diem are computed as follows:		
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.		
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS HOR residence.		
3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46).		
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =		\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =		\$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of \$17.25/child x 2 children =		\$ 34.50
7. City pair airfare cost (one way for member & 3 eligible travelers: \$969/traveler x 4 travelers =		\$3,876.00
8. Ground transportation from OCONUS residence to airport =		\$ 70.00
<b>Total constructed Gov't city pair airfare cost =</b>		<b>\$4,040.88</b>
Actual 'MALT Plus' is computed as follows:		
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.		
*POC MALT: 3,063 miles x \$.23/mile =		*\$704.49
Per Diem for Actual Travel using 'MALT Plus' Method		
Days 1 to 9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$129/day = \$1,161	
Member's authorized per diem =		\$1,161.00
Per diem for the accompanying spouse at 75% of the member's amount =		\$ 870.75
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$580.50/child x 2 children =		\$ 1,161.00
<b>Total actual amount =</b>		<b>*\$3,897.24</b>
*In this example, the city pair airfare cost to the CONUS HOR is more expensive than POC 'MALT Plus' travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount of \$3,897.24. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (par. 7060-F1c).		

2-3. \*\*\*\*\*

**Par. 7365 UNIFORMED MEMBERS ONLY**

A. \*\*\*\*\*

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. \*\*\*\*\*

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

**\*Example 1:** A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$.575/mile = \$11.50.

**\*Example 2:** A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area ([DoDD 4515.14](#)). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$.575/mile = \$9.20.

C-D. \*\*\*\*\*

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is **not authorized** travel and transportation allowances.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance **from the assigned unit** to the alternate site minus the distance from home to the assigned unit.

**\*Example:** A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$.575/mile = \$8.05.

F. \*\*\*\*\*

## APPENDIX E: INVITATIONAL TRAVEL

### PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION (ITA)

#### CIVILIAN EMPLOYEES ONLY

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory. Refer to JTR, par. 1225, App E1 (pars. A1 and B) for ITA eligibility determination. An exception or waiver to JTR authority is invalid IAW par. 1000-C.*

#### INVITATIONAL TRAVEL AUTHORIZATION

Name \_\_\_\_\_ Travel Authorization Number \_\_\_\_\_

Address \_\_\_\_\_

Date Approved \_\_\_\_\_

You are invited to depart from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_  
(Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  
See below for travel by Privately Owned Conveyance

The authorizing/order issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Gov't is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.***

To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

If you purchase transportation from a travel office (travel agency) not under contract to the Gov't, reimbursement is limited to the Gov't's cost on a constructed basis, for transportation that would have been arranged by a (Contracted) Commercial Travel Office (CTO) if available. If the contract between the Gov't and the CTO does not permit the CTO to arrange transportation for a traveler who is not a Gov't employee, reimbursement for transportation may not

exceed the least expensive coach/economy air accommodations unless otherwise permitted in Joint Travel Regulations (JTR), par. 3500.

- (a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; ***otherwise reimbursement for the cost of transportation is not allowed.***

\*You are authorized to travel by privately owned conveyance (POC) since it's to the Gov't's advantage. Reimbursement is at the rate of \$.575/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

**Receipts:** Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of \$75 or more plus any applicable tax.

You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JTR, App G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality [per diem rate](#) prescribed on the Defense Travel Management Office homepage: <http://www.defensetravel.dod.mil/site/perdiem.cfm/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum [per diem rate](#) prescribed, only the maximum [per diem rate](#) is payable. JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (***NOTE below***); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and DC and requires at least 4 consecutive nights lodging while on Gov't funded travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry cleaning and pressing costs (in the other places) are part of the per diem or actual expense allowance when travel is outside the 48 contiguous states and DC.***

The [JTR](http://www.defensetravel.dod.mil/site/travelreg.cfm) is available on the [Defense Travel Management Office website](http://www.defensetravel.dod.mil/site/travelreg.cfm) at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Address any inquiries regarding this travel to: \_\_\_\_\_

The travel authorized in this travel authorization is in the public interest, and is chargeable to:  
\_\_\_\_\_

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/hm

31 December 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 187-14(I)/CAP 187-14(I) – Local, TDY and PCS Computations

1. **SYNOPSIS:** Updates local, TDY and PCS computations using the new calendar year (CY) 2015 meals and mileage rates, which are effective 1 January 2015.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in the JTR, dated 1 February 2015.
5. This determination is *effective on 1 January 2015*.

*//approved by Velda Potter//*

*for*

**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

### Par. 4280-D:

A-C. ~~\*\*\*\*\*~~

D. Examples. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services.

#### 1. Uniformed Members Only

a. Example 1. Per Diem Rate/POC TDY Mileage Computation.

A member is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. Installation) is to the Gov't's advantage and authorized on the order (par. 4710). The member arrives at the TDY station on day 2 and completes the TDY assignment on day 4.

Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.

The per diem rate for the TDY location is \$131 (\$85/ \$46); actual lodging cost is \$90/night. The per diem rate for both stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night. The 12 hour rule does not apply because the TDY period is over 12 hours.

*AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).*

#### ITINERARY

Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
10 May	Residence	1st Stopover	\$141 (\$85/ \$56)	\$60	400 miles
11 May	En Route	TDY Station	\$131 (\$85/ \$46)	\$90	15 miles
12 May	TDY Station	TDY Station	\$131 (\$85/ \$46)	\$90	
13 May	TDY Station	2nd Stopover	\$141 (\$85/ \$56)	\$60	365 miles
14 May	En Route	Residence	Use 2 <sup>nd</sup> Stopover M&IE		50 miles

#### REIMBURSEMENT

Day 1	$\$60 + [\$56 \times 75\%] = \$60 + \$42 =$	\$102.00
Day 2	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$	\$131.00
Day 3	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$	\$131.00
Day 4	$\$60 + \$56 =$	\$116.00
Day 5	$\$56 \times 75\% =$	\$ 42.00
*1 round trip of 830 miles (official distance) x \$. <del>56</del> <sup>56</sup> /mile =		<del>\$ 477.2564.80</del>
<b>*Total Reimbursement</b>		<b><del>\$999.25986.80</del></b>

b. Example 2. Per Diem Rate – Standard GMR/PMR and POC TDY Mileage Computation

A member is TDY to a U.S. Installation at which Gov't lodging (\$6/night) and dining facility/mess are available. GMR is directed in the order. The AO approves the PMR on the 17<sup>th</sup> because breakfast was not available.

POC use between the residence and TDY station is to the Gov't's advantage and is authorized on the order (par. 4710).

\*The maximum per diem rate is \$131 (\$85/ \$46). Standard GMR (par. 4200-B1b) is ~~\$13.85+1.85~~ and the PMR (par. 4200-B1c) is ~~\$287~~ plus the CONUS \$5 IE rate applies in this example.

**NOTE:** Gov't dining facility/mess deductions are never made for arrival and departure days. The GMR and PMR rates used in this example are for illustrative purposes only –App A for the current GMR.

ITINERARY			
Date	Depart	Arrive	POC Distance
15 March	Residence	TDY Station	325 miles
16 to 18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
REIMBURSEMENT			
15 March	$\$6 + (\$46 \times 75\%) = \$6 + \$34.50 =$		\$ 40.50
16 March	*\$6 + <del>\$13.85+1.85</del> (GMR) + \$5 (IE) =		*\$ <del>24.8522.85</del>
17 March	$\$6 + \$287$ (PMR) + \$5 (IE) =		\$ 398.00
18 March	*\$6 + <del>\$13.85+1.85</del> (GMR) + \$5 (IE) =		*\$ <del>24.8522.85</del>
19 March	$\$46 \times 75\% =$		\$ 34.50
*1 round trip of 650 miles (official distance) x \$. <del>5756</del> /mile =			*\$ <del>373.75264.00</del>
<b>*Total Reimbursement</b>			<b>*\$<del>537.45522.70</del></b>

c. **Example 3.** \*\*\*\*\*

2. \*\*\*\*\*

**Par. 4440-E:**

A-D. \*\*\*\*\*

E. **Computation.** Following are examples of computing per diem and making cost comparisons under this paragraph. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services per par. 3210-D).

**NOTE:** The per diem, TDY mileage, and GMR used in these examples are for illustrative purposes and may not reflect current rates. See par. 2600 for the current TDY mileage rate; par. 2605 for the current MALT rate; and App A for the GMR.

1. **Example 1.** Per Diem and POC TDY Mileage Computation

A traveler performs TDY (not at a U.S. Installation) and returns to the PDS during the TDY period on the weekend for personal reasons.

The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46).

AEA is not authorized.

Per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS.

POC use between residence and TDY station is to the Gov't's advantage and authorized on the order for one round trip.

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\*The traveler is due ~~\$1,506,754,497.00~~ (constructed cost since it is less than the actual cost for this example).  
 AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles

REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	\$65 + (\$46 x 75%) =		\$ 99.50
24 to 26 June	\$65 + \$46 = \$111/day x 3 days =		\$333.00
27 June	\$46 x 75% =		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	\$65 + (\$46 x 75%) =		\$ 99.50
30 June to 2 July	\$65 + \$46 = \$111/day x 3 days =		\$333.00
3 July	\$46 x 75% =		\$ 34.50
*2 round trips of 650 miles (official distance) = 1,300 miles x \$.57556/mile =			*\$747,502.80
<b>Actual Cost Total</b>			<b>*\$1,681,504,662.00</b>

CONSTRUCTED COST			
23 June	\$65 + [\$46 x 75%] = \$65 + \$34.50 =		\$ 99.50
24 June to 2 July	\$65 + \$46 = \$111/day x 9 days =		\$999.00
3 July	\$46 x 75% =		\$ 34.50
*1 round trip of 650 miles (official distance) x \$.57556/mile =			*\$373,752.64
<b>Constructed Cost Total</b>			<b>*\$1,506,754,497.00</b>

2. Example 2. Per Diem, Discount GMR and POC TDY Mileage Computation

A traveler is TDY at a U.S. Installation at which a Gov't dining facility/mess is available for all meals and the lodging cost is \$6/night. Gov't dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

\*The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. 4200-B1b) is ~~\$10.4540.45~~ plus \$5 IE for this example.

POC use between residence and TDY station is to the Gov't's advantage and authorized on the order for one round trip.

\*The member is due ~~\$416.45409.40~~ (constructed cost since it is less than the actual cost for this example).

**NOTE: Gov't dining facility/mess deductions are not made for arrival and departure days (pars. 4065 and 4080). The GMR rate used in the example is for illustrative purposes only – see App A for the current GMR.**

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	

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A. \*\*\*\*

B. Examples

1. Example 1

Date	Departure/Arrival	Location	Transportation	Distance
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi \$25
	Arrive:	New PDS		
<p>Member spends \$115 for lodging on 15 July.            POE per diem rate is \$188 (\$126/ \$62).            POE is not the local terminal for the old PDS.            M&amp;IE for the new PDS is \$46.            *MALT rate per authorized POC is \$.235/mile.</p>				
<b>REIMBURSEMENT:</b>				
15 Jul	Per diem: \$115 (\$115 < \$126) + (75% x \$62 = \$46.50) =			\$ 161.50
	*MALT: 114 miles x \$.235/mile =			<del>*\$26.22</del> 26.79
16 Jul	Per diem: 75% x \$46 =			\$34.50
	Taxi			\$ 25.00
<b>Total Reimbursement =</b>				<del>*\$247.22</del> 247.79
<b>NOTE: MALT &amp; 'Lodging Plus' per diem are paid for the same day.</b>				

2. Example 2

Date	Departure/Arrival	Location	Transportation	Distance
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi \$20
	Arrive:	New PDS		
<p>Member spends \$110 for lodging on 3 Aug.            POE per diem rate is \$152 (\$110/ \$42).            M&amp;IE for the new PDS is \$60.            Standard CONUS per diem = \$129.            *MALT rate per authorized POC is \$.235/mile.</p>				
<b>REIMBURSEMENT:</b>				
1 & 2 Aug	\$129/day x 2 days			\$258.00
3 Aug	\$110 + \$42 =			\$152.00
	*805 miles x \$.235/mile =			<del>*\$185.15</del> 189.17
4 Aug	75% x \$60 =			\$ 45.00
	Taxi			\$ 20.00
<b>Total Reimbursement =</b>				<del>*\$660.15</del> 664.17
<b>NOTE: Though there is another 'MALT Plus' per diem day payable, pay 'Lodging Plus' computed per diem for the night spent at the port.</b>				

3. Example 3

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
Member spends \$75/night for lodging 4 to 9 Jun while TDY. TDY per diem rate is \$129 (\$83/ \$46). Standard CONUS per diem = \$129. *MALT rate per authorized POC is \$.235/mile.				
<b>REIMBURSEMENT:</b>				
1 to 3 Jun	\$129/day x 3 days =			\$387.00
4 Jun	\$75 + \$46 =			\$121.00
	*1,200 miles x \$.235/mile =			<del>*\$276.00</del>
5 to 9 Jun	(\$75 + \$46)/day x 5 days =			\$605.00
10 Jun	\$129/day x 1 day =			\$129.00
	*300 miles x \$.235/mile =			<del>*\$ 69.00</del>
<b>Total Reimbursement =</b>				<b>*\$1,587.00</b>
<b>NOTE: MALT is paid 4 June; pay 'Lodging Plus' per diem since the member arrived at the TDY location that day.</b>				

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## 4. Example 4

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
Member spends \$109 for lodging on 10 Jul. POE per diem rate is \$155 (\$109/ \$46). POD is not the local terminal for the new PDS. New PDS M&IE is \$82. Standard CONUS per diem = \$129. *MALT rate per authorized POC is \$.235/mile.				
<b>REIMBURSEMENT:</b>				
1 to 9 Jul	\$129/day x 3 days =			\$387.00
10 Jul	\$109 + \$46 =			\$155.00
	*1,080 miles x \$.235/mile =			<del>*\$248.40</del>
11 Jul	75% x \$82 =			\$ 61.50
	*120 miles x \$.235/mile =			<del>*\$ 27.60</del>
<b>Total Reimbursement =</b>				<b>*\$879.50</b>
<b>NOTE: Though MALT is paid 11 July, pay 'Lodging Plus' computed per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.</b>				

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**Par. 5094:**

A-E. \*\*\*\*\*

F. Examples

1. CONUS to OCONUS PCS. The Standard CONUS per diem rate used in this example may not be current. See par. 2025.

<p>Member, spouse, and 4 year old child perform PCS travel.            Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.            POE per diem rate is \$152 (\$110/ \$42).            New PDS M&amp;IE is \$60.            Standard CONUS per diem = \$129.</p>				
Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
1 to 3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi @ \$20
<b>REIMBURSEMENT</b>				
1 & 2 Aug	\$290.25 (\$129 member + 96.75 spouse + 64.50 child)/day x 2 days=			\$580.50
3 Aug	\$110 + \$42 (member) =			\$152.00
	(\$152 x 75% spouse) + (\$152 x 50% child) =			\$190.00
4 Aug	\$60 x 75% = (member)			\$ 45.00
	(\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) =			\$ 56.25
MALT	*600 miles x \$.235/mile =			*\$ 138.00 <del>141.00</del>
Taxi				\$ 20.00
<b>Total Reimbursement</b>				<b>*\$1181.75 <del>1184.75</del></b>

2. OCONUS to CONUS PCS. The Standard CONUS per diem rate used in this example may not be current. See par. 2025.

<p>Member, spouse, 14 year old child and 10 year old child perform PCS travel.            Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.            POE per diem rate is \$188 (\$126/ \$62).            New PDS M&amp;IE is \$46.            Standard CONUS per diem = \$129.            MALT &amp; 'Lodging Plus' per diem are paid for the same day.</p>				
Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi @ \$25
<b>REIMBURSEMENT</b>				
15 July	\$62 x 75% = \$46.50 + \$100 (\$100 less than \$126) (member) =			\$146.50
	$\$219.75 (\$146.50 \times 75\% / \text{dependent} \times 2 \text{ dependents} \geq \text{age } 12) + \$73.25 (\$146.50 \times 50\% / \text{dependent} < \text{age } 12) =$			\$293.00
16 July	\$46 x 75% = (member)			\$ 34.50
	$\$51.75 (\$46 \times 75\% \times 75\% / \text{dependent} \times 2 \text{ dependents} \geq \text{age } 12) + \$17.25 (\$46 \times 75\% \times 50\% / \text{dependent} < \text{age } 12) =$			\$ - 69.00
	*MALT: 600 miles x \$.235/mile =			*\$ 138.00 <del>141.00</del>
	Taxi			\$ 25.00
<b>Total Reimbursement</b>				<b>*\$706.00 <del>709.00</del></b>

**Par. 5328:**

**NOTE:** Of the various computation possibilities, the Services chose the following comparisons to use.

A. **Example 1.** This example is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. **Step 1.** Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

<b>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
Member	\$129/day x 8 days (\$1,032)	+	*2,665 miles x \$.235/mile ( <del>\$612.95626.27</del> )=	*\$1,644.954,658 <del>.27</del>
Spouse	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
1 <sup>st</sup> Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
2 <sup>nd</sup> Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
<b>TOTAL</b>				*\$3,966.953,980 <del>.27</del>

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2. **Step 2.** Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
Member	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.235/mile ( <del>\$612.95626.27</del> ) =	*\$1,644.954,6 <del>58.27</del>
Spouse	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.235/mile ( <del>\$612.9526.27</del> ) =	*\$1,644.954,6 <del>58.27</del>
1 <sup>st</sup> Child	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 <sup>nd</sup> Child	\$96.75/day x 8 days (\$774) =			\$ 774.00
<b>TOTAL</b>				*\$4,837.904,8 <del>64.54</del>

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<b>Reimbursement Limitation to Drive One POC and Transport One POV</b>	
*Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs ( <del>\$4,837.904,864.54</del> ) minus the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC ( <del>\$3,966.953,980.27</del> ).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
*2. Reimbursement limitation is <del>\$4,837.904,864.54</del> (Step 2) - <del>\$3,966.953,980.27.60</del> (Step 1) =	*\$870.95884 <del>.27</del>
*3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500 - <del>\$870.95884.27</del> =	<del>629.05615.7</del> <del>3</del>

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B. **Example 2.** This example is based on a member married to member couple, and two other dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. **Step 1.** Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

<b>Member, Member, and 2 Children, Perform Concurrent Travel in One POC</b> (See par. 5164)				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
Member 1	\$129/day x 8 days (\$1,032)	+	*2,665 miles x \$.235/mile <del>(\$612.95626.97) =</del>	*\$1,644.951.6 <del>68.27</del>
Member 2	\$129/day x 8 days (\$1,032)			\$ 1,032.00
1 <sup>st</sup> Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 <sup>nd</sup> Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
<b>TOTAL</b>				\$ <del>*4,224.954.238.27</del> <b>8.27</b>

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2. **Step 2.** Construct the cost for the 2 members and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
Member 1	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.235/mile <del>(\$612.95626.97) =</del>	*\$1,644.951.6 <del>68.27</del>
Member 2	\$129/day x 8 days = \$1,032	+	*2,665 miles x \$.235/mile <del>(\$612.95626.97) =</del>	*\$1,644.951.6 <del>68.27</del>
1 <sup>st</sup> Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 <sup>nd</sup> Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
<b>TOTAL</b>				*\$4,837.904 <del>224.954.864.54</del> <b>4.54</b>

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3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<b>Reimbursement Limitation to Drive One POC and Transport One POC</b>	
*Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,837.904,864.54) minus the cost of both members and 2 children, performing concurrent travel in 1 POC ( <del>4,224.954,238.27</del> ).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
*2. Reimbursement limitation is \$4,837.904,864.54 (Step 2) - <del>4,224.954,238.27</del> (Step 1) =	*\$612.9526.2 <del>7</del>
*3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500- <del>612.95626.27</del> =	*\$887.05873. <del>73</del>

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**Par. 5530:**

A. General

1-2. ~~\*\*\*\*\*~~

3. PCS Mixed Modes Example

Date	Departure/Arrival	Location	Transportation
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is \$.235/mile		*MALT Plus* per diem rate is \$129/day Leave address M&IE is \$51 New PDS M&IE is \$71	
<b>COST FOR ACTUAL TRAVEL:</b>			
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)		\$250.00
	Taxi to airport		\$ 25.00
	Per diem: 75% x \$51 =		\$ 38.25
20 to 30 Jul	MALT: 838 miles x \$.235/mile =		*\$192.74196.93
	MALT Plus* per diem: \$129/day x 3 days =		\$ 387.00
<b>Total Actual Cost =</b>			<b>*\$892.99897.18</b>
<b>COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:</b>			
1 to 9 Jul	MALT rate: 2,984 miles x \$.235/mile =		*\$686.32701.24
	MALT Plus* per diem: \$129/day x 9 days =		\$1,161.00
<b>Total Constructed Cost =</b>			<b>*\$1,847.321,862.24</b>
*Reimburse to the employee the actual cost (\$892.99897.18) NTE the constructed cost (\$1,847.321,862.24).			
<b>The employee is due:</b>			<b>*\$892.99965.06</b>

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B. \*\*\*\*

**Par. 5624:**

A. \*\*\*\*

**B. Reimbursement Computation Example for One Car****1. Employee, Spouse, and 1 Child**

<b>Reimbursement Computation for Employee, Spouse, and 1 Child in One POC</b>	
An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
*1. POC travel reimbursement is based on 2,826 miles x \$.235/mile (par. 2605-B). 2,826 miles x \$.235/mile = \$649.98664.++	*\$649.98664 --
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the employee pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129/day (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50

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5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 \times 50\% =$	\$325.00
6. Amount spent on tolls	+ 10.00
<b>7. TOTAL REIMBURSEMENT</b>	<del>*\$2,122.48</del> 136.64

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2. Two Employees (married to each other) and 1 Child

<b>Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC</b>	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles $\div$ 350 miles/travel day = 8 days), par. 3025. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
*1. POC travel reimbursement for one employee is based on 2,826 miles @ \$.23 $\frac{5}{\text{mile}}$ . See par. 2605-B. 2,826 miles x \$.23 $\frac{5}{\text{mile}}$ = \$649.98	*\$649.98
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$1032/employee). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. $720 \times 50\% =$	\$360.00
5. Amount spent on tolls	+ \$10.00
<b>6. TOTAL REIMBURSEMENT</b>	<del>*\$2,389.98</del> 2.40
*Total reimbursement to employee 1 is \$649.98 + \$650 + \$10 = <del>\$1,309.98</del>	
Total reimbursement to employee 2 is \$720 + \$360 = <b>\$1,080</b>	

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C. Reimbursement Computation Example for Two POCs

<b>Reimbursement Computation for Two POCs</b>	
An employee performs PCS travel from Location A to Location B using two POCs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles $\div$ 350 miles/travel day = 8 travel days), par. 3025.	
*1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x \$.23 $\frac{5}{\text{mile}}$ , par. 2605-B. 2,826 miles x \$.23 $\frac{5}{\text{mile}}$ =	*\$649.98
*2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x \$.23 $\frac{5}{\text{mile}}$ , par. 2600-A. 2,826 miles x \$.23 $\frac{5}{\text{mile}}$ =	*\$649.98
3. Allowable per diem for employee based on 'Lodging Plus' for 8 day maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 \times 75\% =$	\$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 \times 50\% =$	\$325.00

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7. Amount spent on tolls	+ \$10.00
8. TOTAL REIMBURSEMENT	*\$2,772.46 <sup>2,80</sup> 0.72

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D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. 5592 and 5552.

<b>MALT Computation for Two Separate Trips</b>	
An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
*866 miles x \$.235/mile (employee only) =	*\$199.18 <sup>203.51</sup>
*866 miles x \$.235/mile (spouse and 2 children) =	*+ \$199.18 <sup>203.51</sup>
<b>TOTAL MALT PAYABLE FOR POC TRAVEL</b>	<b>*\$398.36<sup>407.02</sup></b>
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).  No per diem is payable on the employee's behalf for the employee's second trip.  The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.  The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. 5592 and 5552.	

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**Par. 7060 (UNIFORMED MEMBERS ONLY):**

A-E. \*\*\*\*\*

F. Reimbursement

1. Member Procured Transportation Examples. *Costs in these examples are not actual costs and are used for illustration only.*

a-b. \*\*\*\*\*

c. POC Use. When the Service authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. 5164-A and/or 5074. If the Service does not authorize/approve POC use, reimbursement is limited to the policy constructed airfare (see App A definition).

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 11 year old child. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.
2. 9/1: Depart OCONUS PDS. Arrive at CONUS HOR residence.
3. The destination per diem rate @ the time of travel was \$139 (\$100/ \$46).

4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =	\$ 17.25
7. City pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
<b>Total constructed Gov't city pair airfare cost =</b>	<b>\$1,924.63</b>
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
*POC MALT: 3,063 miles x \$.235/mile =	*\$ <del>704.49719</del> 0
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1 to 9   Per Diem for 9 travel days @ the (Standard CONUS per diem rate)	
Member's authorized per diem = 9 days x \$129/day =	\$ 1,161.00
Per diem for the accompanying spouse @ 75% of the member's amount =	\$ 870.75
Per diem for the accompanying child (under age 12) at 50% of the member's amount =	\$ 580.50
<b>Total actual amount =</b>	*\$ <del>3,316.74333</del> 2.05
In this example, the city pair airfare to the CONUS HOR is less expensive than POC 'MALT Plus' travel to the HOR. The member's reimbursement is limited to the policy constructed airfare of \$599/person if the Service did not authorize/approve POC use.	
<b>*The member is financially responsible for the additional cost (\$3,316.743,332.05 - \$1,924.63) of \$1,392.111,407.42.</b>	
If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT Plus' on behalf of eligible travelers. See par. 7060-F1c.	

(2) Example 2

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the CONUS HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS HOR residence.	
3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of \$17.25/child x 2 children =	\$ 34.50
7. City pair airfare cost (one way for member & 3 eligible travelers: \$969/traveler x 4 travelers =	\$3,876.00
8. Ground transportation from OCONUS residence to airport =	\$ 70.00
<b>Total constructed Gov't city pair airfare cost =</b>	<b>\$4,040.88</b>
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
*POC MALT: 3,063 miles x \$.235/mile =	*\$ <del>704.49719</del> 80
Per Diem for Actual Travel using 'MALT Plus' Method	

Days 1 to 9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$129/day = \$1,161	
Member's authorized per diem =		\$1,161.00
Per diem for the accompanying spouse at 75% of the member's amount =		\$ 870.75
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$580.50/child x 2 children =		\$ 1,161.00
<b>Total actual amount =</b>		<del>*\$3,897.24</del> 912.55
*In this example, the city pair airfare cost to the CONUS HOR is more expensive than POC 'MALT Plus' travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount of <del>\$3,897.24</del> <sup>912.55</sup> . If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (par. 7060-F1c).		

2-3. \*\*\*\*

**Par. 7365 UNIFORMED MEMBERS ONLY**

A. \*\*\*\*

**B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area**

1. \*\*\*\*

**2. Transportation Reimbursement**

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

**\*Example 1:** A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$.575~~56~~/mile = \$~~161.50~~<sup>11.20</sup>.

**\*Example 2:** A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area ([DoDD 4515.14](#)). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$.575~~56~~/mile = \$~~9.20~~<sup>8.96</sup>.

C-D. \*\*\*\*

**E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area**

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is **not authorized** travel and transportation allowances.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus the distance from home to the assigned unit.

| \*Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$.~~575~~<sup>56</sup>/mile = \$~~8.05~~<sup>7.84</sup>.

| F. \*\*\*\*

**APPENDIX E: INVITATIONAL TRAVEL**

**PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION (ITA)**

**CIVILIAN EMPLOYEES ONLY**

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory. Refer to JTR, par. 1225, App E1 (pars. A1 and B) for ITA eligibility determination. An exception or waiver to JTR authority is invalid IAW par. 1000-C.*

**INVITATIONAL TRAVEL AUTHORIZATION**

Name \_\_\_\_\_ Travel Authorization Number \_\_\_\_\_

Address \_\_\_\_\_

Date Approved \_\_\_\_\_

You are invited to depart from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_  
(Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  
See below for travel by Privately Owned Conveyance

The authorizing/order issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Gov't is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.***

To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

If you purchase transportation from a travel office (travel agency) not under contract to the Gov't, reimbursement is limited to the Gov't's cost on a constructed basis, for transportation that would have been arranged by a (Contracted) Commercial Travel Office (CTO) if available. If the contract between the Gov't and the CTO does not permit the CTO to arrange transportation for a traveler who is not a Gov't employee, reimbursement for transportation may not

exceed the least expensive coach/economy air accommodations unless otherwise permitted in Joint Travel Regulations (JTR), par. 3500.

(a) Accommodations selected must be the least costly unrestricted coach/economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; *otherwise reimbursement for the cost of transportation is not allowed.*

\*You are authorized to travel by privately owned conveyance (POC) since it's to the Gov't's advantage. Reimbursement is at the rate of \$.~~575~~<sup>56</sup>/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

**Receipts:** Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of \$75 or more plus any applicable tax.

You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JTR, App G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality [per diem rate](#) prescribed on the Defense Travel Management Office homepage: <http://www.defensetravel.dod.mil/site/perdiem.cfm/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum [per diem rate](#) prescribed, only the maximum [per diem rate](#) is payable. JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (**NOTE below**); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and DC and requires at least 4 consecutive nights lodging while on Gov't funded travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry cleaning and pressing costs (in the other places) are part of the per diem or actual expense allowance when travel is outside the 48 contiguous states and DC.***

The [JTR](http://www.defensetravel.dod.mil/site/travelreg.cfm) is available on the [Defense Travel Management Office website](http://www.defensetravel.dod.mil/site/travelreg.cfm) at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Address any inquiries regarding this travel to: \_\_\_\_\_

The travel authorized in this travel authorization is in the public interest, and is chargeable to: \_\_\_\_\_