

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 428

Alexandria, VA

1 June 2001

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 June 2001 unless otherwise indicated.

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This change includes all material written in CAP Items 04-01(E), 09-01, 11-01(E), 13-01(E), 14-01(E), 15-01(E), 16-01(E), 18-01(E), 19-01(E), 21-01(E). Remove pages C4F-3, C4L-25-1 and A-14-1. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 427 cover page.

BRIEF OF REVISION

These are the major changes made by Change 428:

C1065, C2152, C10001. Consolidates all information on official distance determination into par. C1065.

C1200, C2204, T4020. Adds wording to ensure that the reader understands that frequent flyer program credits obtained on official Government business shall not be used for airline club memberships and that the traveler must account for all Government-owned frequent traveler credits earned and used in accordance with 67 Comp. Gen. 79 (1987).

C2001-A4. Explains that the cost of travel from UK to continental Europe via the CHUNNEL is reimbursed as a ferry fee.

C3150-B. Adds additional instructions/clarification for travelers completing the per diem information found in block 13b of the DD Form 1610.

C4051-A. Clarifies that appointees/student trainees assigned to a PDS in the 50 states and the District of Columbia must agree in writing to remain in Government service for a 12-month minimum.

C4253, C4550, C4553, C4558, C4565, C4606, C13205, C13225, C13305, Appendix A. Moves information on the Standard CONUS per diem rate, currently found in Appendix A to par. C4550-E. Also updates website references.

C4955-E. Clarifies that light refreshment/snack expenses when attending a conference are reimbursable only when the fees/charges are included in the conference registration fee.

C8010. Removes distance as a criterion because there are instances in which shorter distances can actually be more costly than longer distances due to tolls, ferry fees, etc.,.

Appendix O. Deletes the prohibition on reimbursement for the cost of laundry, dry-cleaning and pressing of clothing when a member is authorized a reduced per diem.

Various paragraphs. Moves information on PCS, TDY and mobile home mileage rates currently found in Appendix A to Chapter 2, Part I. Also updates websites references.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

c. Employment in Another Department/Agency Without a Break in Service After Separation. When an employee under an agreement:

- (1) returns to the place of actual residence or an allowable alternate destination in the U.S. for separation, and
- (2) after arrival at the destination is employed by another department/agency without a break in service,

the losing OCONUS activity must pay for the allowable travel and transportation costs related to separation travel not in excess of that to the place of actual residence. For the conditions and limitations regarding payment by the gaining department/agency when additional travel and transportation to the new PDS is necessary and circumstances under which relocation allowances may be authorized and paid, see par. C4205 (46 Comp. Gen. 628 (1967); 47 id. 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

C. Overseas Schoolteachers. Cost obligation conditions in subpar. B apply for a schoolteacher in the DoDEA who is subject to 20 U.S.C. §901-907. However, unless specifically provided in Service regulations, the schoolteacher is in a non-pay status while traveling:

1. from the place of actual residence to the OCONUS PDS as a new appointee,
2. incident to transfer from one PDS to another outside a school year, or
3. incident to a renewal agreement.

D. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, issuance of identification cards is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.

***NOTE:** See website <http://web7.whs.osd.mil/dodiss/instructions/ins2.html> for both DoD Instructions listed above.

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. passports,

2. visas,
3. immunizations,
4. advance clearance
5. special conditions, and
6. other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa.
2. Travel Requirements
 - a. The necessary passport, visa when required, and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and
 - b. with few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into:
 - (1) a foreign country, or
 - (2) a territory under control of a foreign country. (***NOTE: The Ryukyu Islands require a passport for travel.***)

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.
2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. Employees are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per JTR, par. C1055-C. Employees may not be ordered/required to use the Government quarters, nor may the lodging reimbursement be limited to the Government quarters cost. ***A reduced per diem rate under JTR, par. C4550-C may be prescribed based on the Government quarters cost but must be authorized before the travel begins.***

B. Quarters Not Available. Government quarters are not available:

1. when TDY/delay is at other than a U.S. installation;
2. when an order-issuing official determines Government quarters use would adversely affect mission performance, except for:
 - a. employees attending service schools at an installation; or
 - b. employees in grades GS-16 or above and SES employees (including individuals described under 5 U.S.C. §5703) who determine their own quarters availability;
3. during periods of travel en route; or

(3) not be authorized/approved if an employee takes leave at a stop over.

3. Travel During Regular Hours of Duty. Travel should be scheduled so an employee travels during regular duty hours. To prevent travel during off-duty hours it is not unreasonable for an employee to:

- a. depart from the PDS the afternoon before the day the employee is required at the TDY station, or
- b. depart from the TDY station the morning after completing a TDY assignment, provided the employee is not required to be at the PDS that morning.

4. Travel During Off-Duty Hours. When an employee must travel on off-duty hours, no more than 1 additional travel day should be allowed.

Example 1: An employee completes official TDY duty on Friday afternoon. The employee should leave on Friday when official duty ends (and arrive at the PDS on Friday) and receive 75% M&IE for that travel day. To prevent the employee from traveling after regular duty hours, the order-issuing/authenticating official may delay departure until the next day (in this case, Saturday). The employee receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the employee receives 75% M&IE for Saturday. Any additional days of delayed travel are at the employee's expense.

Example 2: An employee is required to attend a conference that starts at 0800 on Monday morning. If the employee is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one day of travel as though the employee had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Any additional days of early travel are at the employee's expense.

C. Rest Stops When OCONUS Travel is Involved

1. General. A rest stop, of 24 hours or less, may be authorized/approved when:

- a. the origin or destination point is OCONUS,
- b. direct travel between authorized origin and destination points is separated by several time zones,
- c. air travel between the two points is in less than premium-class accommodations, and
- d. the scheduled flight time, including stop-overs, exceeds 14 hours by a direct or usually traveled route. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.***

2. Location of Rest Stop. A rest stop:

- a. may be authorized/approved at ***any intermediate*** point, and
- b. should be as near to midway in the journey as authorized carrier scheduling permits.

3. Travel by Indirect Route. A rest stop shall not be authorized/approved when an employee chooses to travel by an indirect route, ***for personal convenience***, causing excess travel time.

4. Per Diem. The rest stop per diem rate is the rest stop location rate.

5. Rest Period Before Reporting For Duty. A reasonable rest period at the TDY point is recommended before the employee reports for duty when:

- a. authorized carrier schedules prevent an intermediate rest stop,

- b. a rest stop is not authorized/approved, or
- c. travel is not authorized for premium-class accommodations.

C1059 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must take appropriate steps to strongly encourage employees who use commercial lodgings while on official travel to stay at firesafe-approved accommodations. Lodgings that have met the Government requirements are listed on the U.S. Fire Administration's internet site at: <http://www.usfa.fema.gov/hotel/index.htm>.

C1060 CONFERENCES/TRAINING AT THE PDS

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

***C1065 OFFICIAL DISTANCE DETERMINATION**

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. is the only official source for worldwide TDY and PDT distance information,
2. replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),
3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod-mtmc.belvoir.army.mil>.

4. provides distances which must be rounded to the nearest mile for each leg of a journey,
5. does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and
6. website is found at <http://dtod-mtmc.belvoir.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES INCIDENT TO PERFORMANCE OF OFFICIAL TRAVEL

C1200 RELINQUISHING PROMOTIONAL ITEMS

A. General. When an employee receives promotional material, the employee accepts it on behalf of the Government and must relinquish it in accordance with Service regulations (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).

B. Promotional Materials

1. Official Travel. When performing official travel an employee must account for any gift, gratuity, or benefit received from private sources including promotional materials/items of value given to the employee by:

- a. airlines,
- b. rental car companies, and/or
- c. lodging establishments.

2. Promotional Items of Value. Promotional items of value include:

- a. bonus flights reduced-fare coupons,
- b. cash,
- c. merchandise gifts,
- d. credits toward free or reduced costs of future services or goods, and/or
- e. similar items.

3. Promotional Items of Nominal Value and Benefits Received that the Government Cannot Use. An employee may keep items of nominal value, e.g., pens, pencils or calendars. An employee who participates in a promotional program which accrues personal benefits such as free seat upgrades, membership in clubs, and check-cashing privileges, does not have to turn in such benefits because they have no value to the Government (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).

C. Travel Bonuses With Expiration Dates/Nontransferable Coupons. Employees must turn in travel bonuses with expiration dates, and nontransferable travel coupons, even if they cannot be used by the Government for future official travel (63 Comp. Gen. 229 (1984)).

D. Items Received Through Mixed Official and Personal Travel. Promotional items received by an employee as a result of a mixture of travel paid by the Government and with personal funds, are the property of the Government (63 Comp. Gen. 229 (1984) and 63 i.d. 233 (1984)). The employee does not forfeit the right to use personal credits for personal travel if the employee keeps adequate records that clearly separate credits earned from personal travel from those earned on official travel.

E. Voluntary Relinquishing of Seat. An employee may keep payments, received from a carrier, for voluntarily vacating a seat on an overbooked flight. However, no additional per diem may be paid as a result of the delay in the employee's travel. If the employee incurs additional travel expenses as a result of voluntarily giving up the seat, beyond those which ordinarily would have been incurred, such additional expenses are the responsibility of the traveler.

F. Involuntary Relinquishing of Seat. If an employee is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the Government. Therefore, if the airline pays the employee directly for such denied boarding, the employee must relinquish that payment to the Government (59 Comp. Gen. 203 (1980)).

*G. Frequent Traveler Program Benefits. Frequent traveler benefits received for services paid for by the Government belong to the Government. These benefits may:

1. be used for official travel and accommodation upgrades (*not to first class*) if authorized/approved by the authorizing/order-issuing official based on Service regulations, but
2. *not be used for personal travel or airline club memberships.*

NOTE: The traveler must maintain records to be able to account for all Government-owned frequent traveler credits earned and used (67 Comp. Gen. 79 (1987)).

H. Lost or Delayed Accompanied Baggage. An employee may keep payments received from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier, if the payments are sufficient to cover losses. These payments are not promotional items. Only if the employee intends to make a claim against the Government must the payment be turned over to the Government. In this case, the employee should see the Claims Office prior to cashing any check. By cashing the check, legally the traveler may be accepting that amount as payment in full.

C1201 ADMINISTRATIVE INSTRUCTIONS

Except for the provisions of Appendix O, each Service may issue necessary administrative instructions for the judicious administration of the provisions contained in this regulation.

CHAPTER 2
TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION
REQUESTS, BAGGAGE AND MILEAGE RATES

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CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

PART A: CONDITIONS

C2000 GENERAL

A. Travel/Transportation Policy. Travel other than by a usually traveled route must be justified. An employee may not use contract airline/rail passenger service provided under contract with the General Services Administration (GSA) (see par.C2206-D) for that portion of an indirect route traveled for personal convenience. Any additional expense must be paid by the traveler. All work-day time not justified as official travel must be charged as leave.

1. less than premium-class accommodations must be used for passenger transportation, unless par. C2204 or C6552 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the employee's or Service's needs require use of these accommodations,
3. travelers may not be reimbursed for travel at personal expense on vessels/aircraft of foreign registry, except as specified in par. C2206-E, and
4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). An employee on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location. When TDY travel is to/from a *non-PDS* location:

1. the traveler must pay excess travel/transportation costs, and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

NOTE: For TDY travel/transportation allowances when TDY orders are received while the employee is on official leave, see par. C4564.

C2001 TRANSPORTATION MODES

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee is by the most expeditious means of transportation practical and is commensurate with the nature and purpose of the duties involved. The official directing travel is responsible for the mode of transportation selected. Civilian employees shall not be required to travel via any particular mode of transportation, commercial or Government, when the travel order contains a specific statement excluding such mode of transportation.

2. Selecting Method of Transportation To Be Used

- a. Contract Air Service. Except as noted herein, the use of discount fares offered by contract air carrier between certain cities (city-pairs) is advantageous to the Government and is mandatory for authorized air travel between those city- pairs. ***If a contract city-pair fare is not available***, the least expensive unrestricted

fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare. For exceptions and specific guidelines regarding the use of contract air service, see Title 41 Code of Federal Regulations (Federal Travel Regulation (FTR)), §301-10.107 (see the GSA web site at: http://policyworks.gov/org/main/mt/homepage/mtt/fr/newfr/301-10_107.html) and DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR web site at: <http://public.transcom.mil/J4/j4lt/dtr.html>, and then click on ' Part I, Passenger Movement').

b. Noncontract Air Service. The use of noncontract air service may be authorized only when justified under the conditions noted in subpar. a. Advance authorization and the specific justification reason for the use of noncontract air service must be shown on the travel order or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee shall obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefor must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount fares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-Contract Rental or Government-Furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-Contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. Government-furnished automobiles shall continue to be available for use in isolated areas where commercial rental contractors are not available.

b. Government-Furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost shall include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability When Selected Method not Used. The employee shall use the method of transportation administratively authorized/approved by the DoD component concerned as most advantageous to the Government. Any additional cost resulting from use of a method of transportation other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

*4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one of or a combination of the modes of transportation described in subpar. A for travel within CONUS shall be based on the following factors:

1. urgency and purpose of travel and ability of each mode of transportation to provide necessary service to meet mission requirements;
2. amount of baggage or working equipment necessary to accompany the traveler;
3. savings in the travelers' productive time (workdays only);
4. availability of adequate accommodations;
5. any special facilities or schedule which shall aid in maintenance of necessary security, when applicable;
6. savings to the Government in connection with PCS orders and transportation of dependents.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or travel agency under contract to the U.S. Government (see par. C2207). Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or travel agency under contract to the U.S. Government in accordance with the guidelines in this Part unless the official directing the travel has specified a particular mode in accordance with this Part. The transportation officer or travel agency under contract to the U.S. Government must not under any conditions provide transportation via a mode which has been prohibited by the official directing the travel. Subject to the limitations in subpar. D, travel may be approved by Air Mobility Command (AMC), including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by Military Sealift Command (MSC), when available; or by commercial transportation in accordance with the policies set forth in Part E. Except for travel between points served by ferries, travel by ocean vessel must not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost worktime. Travel by ocean vessel may be authorized/approved as being advantageous to the Government only through the Secretarial Process. Reimbursement for use of ocean vessels is subject to the further prerequisites of Part E, concerning use of vessels of U.S. registry.

2. Employee Elects Commercial Air or Water. When an employee authorized to use available AMC or MSC facilities in connection with TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. Employees are required to arrange transportation, even travel that is indirect or interrupted, in accordance with par. C2207.

D. Travel By Aircraft

1. General. *Authorizing/order-issuing officials directing travel must strictly adhere to the policy on aircraft travel contained in this paragraph.* Air travel is the usual transportation mode to/from OCONUS. Maximum use must be made of Government air or Government-procured air transportation for travel to/from/between OCONUS areas (See Appendix A, under "Transportation" for the definition of Government air and Government-procured air transportation.) Except when travel by aircraft is precluded for medical reasons, employees may be required to perform necessary travel by regularly scheduled commercial aircraft. Par. C2206 prescribes reimbursement for travel when transportation by employees or dependents is performed by other than the authorized transportation mode or route. Reimbursement limitations for travel by other than the authorized transportation mode or route must be specifically stated on the travel order under which dependents travel. Employees are required to arrange transportation, even travel that is indirect or interrupted, in accordance with par. C2207.

2. Use of Government Aircraft. Government aircraft may be used only for official purposes in accordance with 41 CFR 101-37.402.
3. Overseas Travel. Travel shall be required by Government air or Government-procured air transportation unless medically inadvisable for:
 - a. employees performing TDY travel to and from CONUS or between overseas duty points;
 - b. employees and dependents performing permanent duty travel to, from, and between overseas duty stations.
4. Operations and Maintenance Technicians and Crash Firefighters. Employees whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary in connection with their duties, shall be required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions will include such an air travel requirement.
5. Required as Part of Conditions of Employee's Assignment. Travel shall be required by aircraft for any distance when such mode of travel is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees shall be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.
6. Necessary for Accomplishment of Mission or When Air is Only Mode Available. Travel for any distance shall be required by aircraft with or without the employee's consent when such mode of travel is necessary for the accomplishment of the activity's mission or is the only mode of transportation available. These employees shall be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel order authorizing travel by aircraft will constitute agreement to the provisions of the particular travel order.
7. Evacuation by Air Required for Medical Reasons. Travel by appropriate aircraft shall be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian employees assigned to Defense Attaché Offices and DIA Liaison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).
8. Medical Reasons Precluding Air Travel. Neither civilian employees nor their dependents shall be required to travel by air if such mode of transportation is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. Appropriate medical authority at a military installation shall be responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel shall each be furnished a copy of the written medical determination. When one of the members of a family cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

C2002 CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. POLICY

GSA airlift contracted through the Contract City Pair Program shall be used for Government employees. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions must apply if a non-contract carrier, or a contract carrier other than the primary contractor, is used for travel within a contract route.

The exception must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official. Those conditions are as follows:

Effective 9 June 00

1. Space or scheduled flights are not available in time to accomplish the purpose of travel (to include space for pets when associated with permanent duty travel, e.g., PCS - USCINTRANS SCOTT AFB IL//TCJ4-LT//091304Z JUN 00), or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JTR, par. C1058);

*3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account;***

4. Rail service is available and that service is cost effective and consistent with mission requirements;

5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;

6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;

a. the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and

b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. ***Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets.***

NOTE: See JTR, par. C2001-A2c for policy regarding use of Rail or Bus service.

C. Frequently Asked Questions About Using the Contract City Pair Program

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition available. The

Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. How come contractors cannot use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.*

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

Effective 9 June 00

- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see subpar. A, item 1 regarding space for pets).
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares

carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.

- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.
- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city pair route unless one of the exceptions in paragraph 5, above applies. Not all city pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that

- they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler. The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city pair web site: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

For more information on GSA's Airline City Pairs Program, call or e-mail

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PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

C2150 GENERAL

The use of POC may be authorized/approved for employees or others rendering service to the Government when engaged on official business. *POC travel may not be directed*; but POC use may be permitted when it is requested by the employee or encouraged when it is advantageous to the Government. When possible, any necessary travel by POC should be authorized in the travel orders, together with the appropriate mileage rate. When such authorization is not made, POC use may be approved after the fact with appropriate notation or limitations by the order-approving official on the reimbursement voucher. POC may be authorized/approved as beginning or ending at the employee's place of residence from which the employee commutes daily to a PDS or the place where the POC is garaged or stored if advantageous in performing the trip.

*C2151 GOVERNMENT ADVANTAGE DETERMINATION

A. General. Except as provided in par. C2152-A, the use of a POC shall be authorized only when its use is advantageous to the Government. A determination that the use of a POC is advantageous to the Government shall be preceded by a determination that transportation by common carrier, a Government-contract rental automobile, or Government-furnished transportation is not available or is not advantageous to the Government. To the maximum extent possible, these determinations and the authorization to use a POC shall be made before travel.

B. Temporary Duty Travel. In determining whether the use of a POC is more advantageous to the Government than other available transportation modes, consideration shall be given to the overall benefits, disadvantages, comparative costs of transportation, per diem, and reimbursable items, including the following:

1. requirements of the assignment including transportation of baggage, tools, or equipment;
2. availability of other transportation facilities and the effect on productive time related to the travel time involved;
3. duty locality in relation to traffic conditions, routing, and weather;
4. location of places of TDY in relation to the location of quarters and meal facilities and availability of transportation modes, other than POC, between these points;
5. overall cost advantage when there are accompanying passengers under official travel orders in the same POC;
6. the salary cost represented by the additional travel time and the physical strain on the employee (with possible decreased efficiency) when any appreciable distances are involved in connection with TDY travel.

C. Permanent Duty Travel

1. By Privately Owned Automobile. The use of a privately owned automobile for:
 - a. first duty station travel by a newly recruited employee or appointee,
 - b. PCS travel, or
 - c. separation travel,

is advantageous to the Government. Mileage reimbursement for this travel is at the appropriate PCS mileage rate prescribed in par. C2505. Renewal agreement travel by privately owned automobile is advantageous to the Government when it is determined the cost of such travel at the applicable PCS mileage rate, and including per diem for the actual travel period, not in excess of the time required to complete the trip at a rate of 350 miles per calendar day, is less than the cost of travel by common carrier. Travel time in all instances is allowed as provided in par. C4300. Reimbursement for renewal agreement travel by privately owned automobile is as indicated in par. C4661.

2. By Privately Owned Airplane or Motorcycle. The use of a privately owned airplane or motorcycle for:
 - a. first duty station travel by a newly recruited employee or appointee,
 - b. PCS travel,
 - c. separation travel, or
 - d. renewal agreement travel

is advantageous to the Government when it is determined the cost of such travel at the applicable PCS mileage allowance rate, and including per diem for the actual travel period, not in excess of the time required to complete the trip at a rate of 350 miles per calendar day, is less than the cost of travel by common carrier. Travel time in all instances is as provided in par. C4300. Computation of reimbursement for travel by privately owned airplane or motorcycle is as indicated in par. C4661. When travel by motorcycle or airplane is advantageous to the Government, reimbursement is at the TDY mileage rate in par. C2500.

***C2152 COST DETERMINATION WHEN OFFICIAL TRAVEL IS PERFORMED BY POC AS A MATTER OF PERSONAL PREFERENCE**

A. General

1. When a POC is used as a matter of personal preference for official business travel, reimbursement is in accordance with this paragraph.
2. Reimbursement is based on the actual distance traveled as determined in par. C1065.
3. Mileage rates are prescribed in par. C2500 plus the other allowable costs in par. C4654 and per diem allowable for the actual travel.
4. The total payment may not exceed the total constructed cost of the common carrier mode that would have been provided by the transportation officer including constructive per diem for travel by that mode.
5. When the actual POC costs are less than the constructed costs, reimbursement is limited to the actual costs (see par. C4661-B4).
6. The dependent constructive cost comparison is included in the employee constructive cost when renewal agreement travel is involved.
7. *If it is determined that POC travel is incompatible with mission performance, no reimbursement for POC travel is made.*

B. Constructive Cost Comparison

1. Airplane. The mileage payment shall not exceed the constructive cost of coach-class accommodations, as defined in par. C2204, on a commercial air carrier. If travel is between a city/airport pair for which air carrier

service is provided under contract with GSA, the constructive cost is limited to the appropriate contract air fare. If no air carrier is under contract with GSA to provide service between a particular city/airport pair, the constructive cost is limited to the lowest unrestricted coach-class fare provided by a commercial air carrier serving that city/airport pair. Coach-class accommodations are provided by a carrier when it is scheduled on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

2. Train. When the air accommodations described in subpar. a are not provided between origin and destination points, the mileage payment is limited to the constructive cost of coach-class train accommodations for the travel performed. The constructive cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel order or other administrative directive so provides. The constructive cost comparison may be limited to the cost of extra fare service as defined in par. C2203-D only when extra fare service has been authorized as advantageous to the Government.

C. Cost on The Basis of Bus. When neither air nor rail accommodations are provided, the mileage payment is limited to the constructive cost of bus transportation;

D. Other Costs To Be Included. In determining the constructive common carrier cost, there also shall be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence of its weight.

E. Limitation of Per Diem. The constructive per diem shall be limited to the amount otherwise allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

F. Times of Boarding and Leaving Carrier. When the constructive cost comparison of transportation and per diem in subpars. B through E are made, a carrier schedule which requires boarding or leaving the carrier between 2400 hours and 0600 hours shall not be used if there are more reasonable, earlier, or later departure or arrival scheduled times that shall not unduly increase the constructive per diem.

Effective 1 April 1999

C2153 PRIVATELY-OWNED AIRCRAFT OTHER THAN AIRPLANE.

When a privately owned aircraft other than airplane (e.g., helicopter) is used the actual cost of operation rather than mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2154 NOT USED

***C2155 PRIVATELY OWNED AUTOMOBILE USE BETWEEN CONUS AND ALASKA,
NEWFOUNDLAND, MEXICO, OR CENTRAL AMERICA**

A. General. Travel between points in CONUS and Alaska (via Alaska Highway), Newfoundland, Mexico, or Central America (via Pan American Highway) by privately owned automobile may be authorized subject to the conditions in subpars. B and C.

B. Permanent Duty Travel Other than Renewal Agreement Travel. For permanent duty travel other than renewal agreement travel to and from places listed in par. C2155-A, the following benefits are prescribed:

1. the authorized PCS mileage rates prescribed in par. C2505 for the official distance between authorized origin and destination points,

2. the applicable rates of per diem reimbursed on the basis prescribed in par. C4300.

C. Renewal Agreement Travel and Temporary Duty Travel

1. General. For renewal agreement travel and all temporary duty travel to and from the places listed in subpar. A, reimbursement shall be limited to the modes of transportation listed in subpars. 2 and 3 which would have been used had travel not been authorized by privately owned automobile. Reimbursement limitation determination are made at the time of travel order issuance.
2. Transportation Modes Other Than To and From Newfoundland. Except for travel to and from Newfoundland, the applicable transportation modes that would have been used had travel not been authorized by privately owned automobile are:
 - a. common carrier in CONUS as determined in par. C2152 and commercial aircraft from the appropriate aerial port of embarkation to aerial port of debarkation,
 - b. common carrier in CONUS as determined in par. C2152 and Government aircraft from the appropriate aerial port of embarkation to the appropriate aerial port of debarkation.

The transportation modes in item b are considered the basis for reimbursement in the absence of a travel order limitation statement.

3. Transportation Modes To and From Newfoundland. For travel to and from Newfoundland, the applicable transportation modes that would have been used had travel not been authorized by privately owned automobile are:
 - a. common carrier in CONUS as determined in par. C2152;
 - b. Air Mobility Command (AMC) aircraft between CONUS and Newfoundland (McGuire Air Force Base, Wrightstown, New Jersey, is the point of aircraft embarkation and debarkation in CONUS).

D. Reimbursement Limitation. When reimbursement is limited under subpar. C, see par. C4661-B.

E. Statements. Orders shall include appropriate authorizations and limitation statements.

C2156 PERMANENT DUTY TRAVEL INVOLVING OCEAN-GOING CAR FERRIES

Employees authorized to travel by POC over a route that requires use of one or more car ferries are entitled to:

1. mileage in accordance with Chapter 4, part F from the old PDS to the car ferry POE and from the car ferry POD to the new PDS (***NOTE: If more than one car ferry is used, mileage is payable for overland travel between ferries.***);
2. Government-procured transportation or reimbursement for the cost of personal transportation for the employee/dependents by the authorized mode between the points the POC was not driven;
3. per diem for the employee in accordance with par. C4553 (see par. C4300 concerning per diem computation for POC travel);
4. per diem for dependents unless precluded for the travel concerned in accordance with par. C7006; and
5. reimbursement for ferry fees.

See par. C2204-B3 for required documentation if U.S. registered ferries are not available.

C2157 USE OF MORE THAN ONE AUTOMOBILE

The use of more than one privately owned automobile within the same household as advantageous to the Government in connection with permanent duty travel may be authorized under the following conditions:

1. if there are more members of the immediate family than reasonably can be transported, together with luggage, in one vehicle;
2. if because of age or physical condition, special accommodations are necessary to transport a member of the family in one vehicle and second automobile is required for travel of other members of family;
3. if an employee must report to a new PDS in advance of travel by members of the family who delay travel for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of HHG and personal effects, adequate housing not immediately available at the new PDS;
4. if a member of the family performs unaccompanied travel between authorized points other than those for the employee's travel;
5. if, in advance of the employee's reporting date, the family members must travel to the new PDS for acceptable reasons such as to enroll children in school at the beginning of the term.

When the use of more than one privately owned automobile is authorized, the prescribed mileage allowance and car ferry fees apply for each privately owned automobile. If the same privately owned automobile is authorized for more than one trip, the prescribed mileage allowance and car ferry fees apply except the mileage rate must be determined on the basis of the number of members of the immediate family who did not accompany the employee on the first trip. The applicable conditions in items 1 through 5 for authorizing the use of more than one automobile or the same automobile for a second trip must be shown in the travel order or indicated by specific approval on the reimbursement voucher.

C2158 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

A. General. Mileage reimbursement for POC use is based on the cost an agency would incur if a Government-furnished automobile (see definition – Appendix A) were used. The reimbursement rate depends on whether a Government-furnished automobile is obtained by:

1. purchase,
2. rental basis from a GSA interagency motor pool, or
3. lease for 30 days or longer from a commercial firm

and the Government-furnished automobile is available for employee's use, or is not available and would have to be obtained for the employee's use.

B. Mileage Reimbursement Rates. The mileage reimbursement rate for a POC (except an airplane) is always determined using the distance from DTOD (see par. C1065), and the factors in par. C4651-B.

C. Commitments to Use Government-Furnished Automobile or POC. The travel-approving/directing official must obtain a commitment in writing from an employee who is expected to perform extensive official business travel by automobile. The written commitment must indicate whether the employee intends to use a Government-furnished

automobile or whether the employee elects to use a POC. The commitment must be for sufficient lengths of time to warrant making arrangements for a Government-furnished automobile if appropriate. Commitment changes are permitted but must be accomplished far enough in advance of their effective dates to permit arrangements to be made for the acquisition or disposal of Government-furnished automobiles. Generally, an employee who commits to using a Government-furnished automobile must not be authorized mileage reimbursement for POC use instead of using the Government-furnished automobile; however, if an employee occasionally uses the POC when a Government-furnished automobile is available, mileage reimbursement may be authorized/approved in accordance with par. C4651-B2b(2).

D. Per Diem. Reimbursement for per diem is allowed for the actual time en route for travel under this paragraph. Unless satisfactorily explained, travel time in excess of that necessary for travel by the most direct usually traveled route is disallowed.

*E. Traveler Statement. When claiming reimbursement for POC mileage instead of the reimbursement prescribed in par. C4651-B2b(1) for a Government-furnished automobile, the employee must state on the voucher that a commitment to using a Government-furnished automobile was not made, and that reimbursement for POC use was not limited under par. C4651-B2b(2).

4. Inadequate Foreign Coach-Class Train Accommodations. The use of first-class train accommodations may be authorized/approved when coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when such use is administratively determined to be more advantageous to the Government or is required for security reasons. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach accommodations is considered to be advantageous to the Government. Metroliner Club Service is deemed first-class accommodations. First-class accommodations on extra-fare trains may be authorized only as provided in subpar. C.

C2204 USE OF COMMERCIAL AIRCRAFT

A. Accommodations

1. General. It is the policy of the Government that employees and/or dependents who use commercial air carriers for domestic and international travel on official business shall use coach-class airline accommodations. Employees shall ascertain their travel requirements in sufficient time to book coach-class accommodations. First-class airline accommodations may be used only as permitted in subpar. 5c. Premium-class other than first-class airline accommodations may be used only as permitted in subpar. 5d. When an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."

2. Authorization/Approval For Use of Premium-Class Accommodations. The officials listed in subpar. 3 may authorize/approve first-class airline accommodations if the criteria in subpar. 5c are met. The local transportation officer or other appropriate authority, in conjunction with the order-approving authority, may authorize/approve the use of premium-class airline other than first-class airline accommodations if the criteria in subpar. 5d are met. Authorization for the use of premium-class airline accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the local transportation officer or other appropriate authority, at the earliest possible time.

3. Authorization/Approval For Use of First-Class Accommodations. Authority for authorizing/approving the use of first-class air accommodations shall be limited to the Secretary of Defense or Deputy Secretary of Defense or other authority as designated by the SECDEF. The delegation or redelegation of authority to authorize/approve first-class air travel shall be held to as high an administrative level as practical to ensure adequate consideration and review of the circumstances requiring the need for first-class air accommodations. Authorization/approval may only be considered when the criteria in subpar. 5c are met.

4. Requirements for Use of First-Class Accommodations. Authorization for the use of first-class air accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the appropriate authority at the earliest possible time. When travel orders authorize first-class air accommodations, the GTR issued to obtain this service is annotated "first-class authorized by (cite reference to travel order and date thereof)." When the travel orders do not contain authority for the use of first-class air accommodations, a GTR may be issued for first-class service when the GTR-issuing agent annotates in the Special Accommodations and Requirements box on the GTR and copies thereof that "1st class issued, only 1st class available between authorized origin and destination points."

5. Employee Responsibility and Documentation in Connection With First-Class Accommodations. The employee shall certify on the travel voucher the reasons for the use of first-class air accommodations. Specific authorization/approval shall be attached to, or stated on, the travel voucher and retained for the record. In the absence of specific authorization/approval, the employee shall be responsible for all additional costs resulting from the use of first-class air accommodations. The additional costs shall be the difference between the first-class accommodations used and the next lower class below first-class.

- a. Use of First-Class Air Accommodations. Circumstances justifying the use of first-class air accommodations are limited to those listed in subpars. b and c.
- b. Employee Certification Required. First-class accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only first-class accommodations, and the employee certifies this circumstance on the travel voucher.
- c. Authorization/Approval Required. The appropriate authority as cited in subpar. 3 may authorize/approve first-class airline accommodations when:
 - (1) coach-class airline accommodations or premium-class other than first class airline accommodations are not reasonably available. For purposes of this paragraph, "reasonably available" means a class of accommodations other than first-class airline accommodations available on an airline scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with a scheduled departure time earlier than the time the employee is scheduled to complete the duty.
 - (2) first-class airline accommodations are necessary because the employee/dependent is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority. The use of first-class airline accommodations also may be authorized for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent, when the employee/dependent is authorized use of first-class airline accommodations and requires the attendant's service en route.
 - (3) first-class airline accommodations are needed when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:
 - (a) an employee whose use of a class of accommodations other than first-class would endanger the employee's life or Government property;
 - (b) agents in charge of protective details who are accompanying individuals authorized to use first-class accommodations; and
 - (c) couriers and control officers accompanying controlled pouches or packages and premium-class other than first-class airline accommodations are not available.

First-class accommodations may be used without authorization/approval only in one instance--when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When that is the case, the transportation officer/agent must make the appropriate entry on the travel order, travel voucher, or GTR as appropriate.

*d. Premium-Class Other Than First-Class Use. Circumstances justifying use of premium-class other than first-class airline accommodations are limited to those listed in items 1 through 9. The use of premium-class other than first class accommodations may be authorized/approved when:

- (1) regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class airline accommodations, and the employee certifies this circumstance on the travel voucher.
- (2) space is not available in coach-class airline accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.

(3) necessary to accommodate an employee's/dependent's disability or other physical impairment, and the employee's/dependent's condition is substantiated in writing by competent medical authority. The use of premium-class other than first-class airline accommodations also may be authorized for an attendant, who is authorized under Chapter 4, Part Q, to accompany the employee, when the employee/dependent is authorized use of premium-class other than first-class airline accommodations and requires the attendant's service en route.

(4) such accommodations are required for security purposes or because exceptional circumstances, as determined by the local transportation officer, or other appropriate authority, in conjunction with the order-approving authority, make their use essential to the successful performance of the DoD component's mission.

(5) coach-class airline accommodations on foreign carriers do not provide adequate sanitation or health standards and the use of foreign flag air carrier service is approved in accordance with the Fly America Act. (See subpar. B for rules governing the use of U.S. Flag carriers.)

(6) such accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of coach-class accommodations.

*(7) obtained as an accommodations upgrade through frequent traveler benefits redemption (see par. C1200-G).

(8) the employee's transportation is paid in full through the DoD component's acceptance of payment from a non-Federal source in accordance with Chapter 4, Part Q.

(9) travel is direct between authorized origin and destination points separated by several time zones, either the origin or destination point is outside CONUS, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. C1058-D) is prohibited when travel is authorized by premium-class accommodations.*

(NOTE: When use of premium class other than first class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.)

B. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. **Requirements.** Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in subpar. 3, U.S. flag air carrier service is available if:

a. the carrier performs the commercial foreign air transportation required, and

b. the service accomplishes the mission, even though:

(1) a comparable/different kind of service by a noncertificated air carrier costs less,

(2) noncertificated air carrier service is preferred by the service/traveler, (3) noncertificated air carrier service is more convenient for the service/traveler, or

(3) noncertificated air carrier service is more convenient for the service/traveler, or

(4) the only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at

destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629(1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.
 - a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
 - b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
 - c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
 - d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
 - e. Foreign air transportation is paid fully directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
 - f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
 - g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
 - (1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) extend travel time by at least 6 hours or more; or
 - (3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
 - h. The order-issuing/authenticating official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
 - i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
 - j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

***PART I: MILEAGE RATES**

C2500 TDY AND LOCAL TRAVEL

Effective 22 January 2001 the TDY and local travel mileage rates are:

POC	Rate Per Mile
Airplane	\$0.965
Automobile	\$0.345
Motorcycle	\$0.275
<u>POC Use Instead of a Gov't-furnished Vehicle</u>	\$0.285
POC Use Not Advantageous to the Government	\$0.105

NOTE: Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis; see par. C2153.

C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The mileage amount for the authorized use of a POC during official PCS travel depends on the:

1. the official distance for which mileage may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); **and**
2. the number of authorized travelers transported.

B. PCS Rates. PCS mileage rates per authorized POC (see par. C2157) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

C2510 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be ***Kilometers X .62 miles/km = Miles.***

EXAMPLE: To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km X .62 miles/km = 52 miles.

PART D: TRAVEL ORDER PREPARATION**C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel orders from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilians) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel OR contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 generally is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Order--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment.

(b) Proceed Date (dd/mm/yyyy)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the mode is to be determined by the transportation officer, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

*Item 13, Per Diem--When per diem under the lodgings-plus method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the appropriate rate information. For example:

(a) reduced per diem rates - check block 13b "Other Rate of Per Diem (*Specify*) \$60 Total (Lodging \$40; M&IE \$20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on pars. C4550-C & C4550-D),

(b) conference lodging allowance rates - check block 13b "Other Rate of Per Diem (*Specify*) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Item 16, Remarks--May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement must be in the Remarks section of each travel order involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticketed coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. " If it is not practicable to include in the Remarks section, this statement must be incorporated elsewhere in the travel order or issued as a "notice to traveler" and attached to the travel order or to the ticket or transportation request issued to the traveler.*** Other examples:

- (a) If excess baggage is authorized, include the statement "_____ pieces or _____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302).
- (b) If delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized.
- (c) When first-class accommodations are authorized, include a statement: "The use of first-class air transportation is directed. First-class authorized by (insert appropriate title) in (cite reference and date)." See Chapter 2, Part E.
- (d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.
- (e) If the traveler accompanies or is accompanied by other persons in an official travel status in a POC, include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor).
- (f) When a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used see DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>).
- (g) If a registration fee is authorized (see par. C4708), a statement indicating meals and/or lodgings included in the registration fee (see par. C4500-D5).
- (h) Any administrative restriction precluding or limiting other allowable costs for POC (see par. C4654).
- (i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents; and
- (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17.

Item 19, Accounting Citation--Show the fiscal data in accordance with Service regulations and include travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, Authorizing/Order-Issuing Official (Title and Signature). Other than the official signing in block 17 Show the order-issuing organization and address in addition to the title and signature of the authorizing/order-issuing official.

Item 22, Travel Order Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the authorizing/order-issuing official (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the authorizing/order-issuing official (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. (*See par. C3105-B.*) DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

NOTE: DD Form 1614 must not be used for contractor's travel.

B. Preparation of DD Form 1614. DD Form 1614 is generally self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for Househunting--Indicate if round trip travel to seek a permanent residence is, or is not authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the

Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any relocation allowances advance in Item 16 must be computed in accordance with Service finance policy.

Item 22, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned. ***Please ensure that funds are obligated against the PCS/TCS order.*** For Transportation Account Codes (TACs) for DoD personnel see DOD 4500.9-R, Volume 2. TAC codes: Army A2PC, Air Force F750, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Effective 1 August 2000

*Item 23, Approving Official—See Appendix A. Show the individual who directs and approves/disapproves travel requests and vouchers prior to claim settlement in addition to the Approving Official's title and signature.

Item 24, Order-issuing/Authenticating Official--See Appendix A. Show the order-issuing organization and address in addition to the title and signature of order-issuing/authenticating official.

Item 27, Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

Item 28, Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions. When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item. If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions. List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card. The issuing CPO's name, address, and POC with phone number (including area code) and DSN should be included.

C. Distribution. See par. C3057 for the number of copies of a travel order for distribution.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

- C4101** **Movement of Employees or Reemployed Former Employees Affected by RIF and Transfer of Function**
A. General
B. Agreements/Entitlements
- C4102** **Reimbursement for Relocation Expenses**
- C4103** **Movement to and Within CONUS**
A. General
B. Requirements/Entitlements
- C4104** **Movement From CONUS to an Overseas Activity**
A. General
B. Agreement/Service Requirements
C. Entitlements and Allowances
D. Issuance of Travel Orders
E. Funds Chargeable
- C4105** **Movement Between Overseas Activities**
A. General
B. Requirements and Entitlements
- C4106** **Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to Last Duty Station**
A. Entitlement Limitation
B. Funding
- C4107** **Househunting Trip (HHT)**
A. General
B. Definitions
C. Eligible Employees
D. Individuals Ineligible for HHT
E. Separate Trips By Employee and Spouse
F. When HHT May Begin
G. When HHT Must be Completed
H. Who May Authorize HHT
I. Considerations
J. Prohibitions
K. Duration of Trip
L. Transportation to and/or from New PDS Locality
M. Local Transportation
N. Subsistence
O. Subsistence Amounts
P. Documenting Expenses
Q. Travel Order Requirements
R. Status While on HHT
S. No Return to Old PDS
T. Advance of Funds for HHT Expenses

- C4108** **Change of Station Within Same City or Area (FTR §302-1.3(a) and §302-1.7p)**
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B. Determination Regarding Residence Location
C. Authorizing/Approving PCS Allowances Even Though the 30-Mile Requirement Not Met
D. Claim for PDS Allowances must Satisfy Conditions
- C4109** **Temporary Assignment of Employees Between the Federal Government and State or Local Governments or Institutions of Higher Education Authorized by the Intergovernmental Personnel Act (IPA) Mobility Program**
- C4110** **Return from Military Duty**
- C4111** **Temporary Change of Station (TCS)**
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B. Eligibility
C. Conditions
D. TCS Allowances
E. Temporary Official Station Becomes PDS
F. Separation from Government Service
- C4112** **Waiver of Limitations for an Employee Relocating to or From a Remote or Isolated Location (FTR §302-1.15)**
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B. Remote or Isolated Locations
C. Designating a PDS as Remote or Isolated Location
D. Criteria for Designating a PDS as Remote or Isolated Location

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C4151	Eligibility Requirements for All OCONUS Areas
C4152	Employees Stationed in Alaska or Hawaii on 8 September 1982
C4153	Employees Assigned, Appointed, or Transferred to a Post of Duty in Alaska or Hawaii After 8 September 1982
C4154	Allowable Travel and Transportation
C4155	Denial/Delay of Renewal Agreement Travel A. Denial of Renewal Agreement Travel B. Delay of Renewal Agreement Travel
C4156	Travel in Family Units Not Required
C4157	Renewal Agreement Travel Noncumulative
C4158	Transportation of Baggage

- C4159 Temporary Storage of HHG**
- C4160 Per Diem Entitlement**
- C4161 Leave Status During Absence From Duty**
- C4162 Alternate Destination**
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 - B. Time Requirement
 - C. Alternate Destination not Authorized
 - D. Administration
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 - B. Unaccompanied Dependents
 - C. Destination Point Relocation
 - D. Duplicate Eligibility
- C4164 Teachers in the DoD Education Activity System**
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PART B: FIRST DUTY STATION TRAVEL**C4050 PERSONS ELIGIBLE FOR FIRST DUTY STATION TRAVEL**

A. General. Travel and transportation expenses may be allowed to first duty station only for the following persons:

1. an employee newly recruited in the CONUS for assignment at a first PDS overseas and an employee newly recruited overseas for assignment to an overseas duty station in a different overseas geographical locality from that in which the place of actual residence is located provided that the employee is one with whom an agreement is negotiated;
2. a new appointee to any position;
3. a student trainee assigned upon completion of college work to any position;
4. Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities;

The provisions of this Part applies to new appointees, as defined in par. C4051-B, relocating from their place of actual residence at the time of appointment (or at the time following the most recent Presidential election, but before selection or appointment, in the case of individuals who have performed transition activities under Section 3 of the Presidential transition Act of 1963 (3 U.S.C. §102 note) and who are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities) for permanent duty to official stations.

B. Requirements and Entitlements for New Employees Assigned Overseas

1. Agreement Requirements. Agreement requirements for new employees assigned overseas are covered in par. C4001.
2. Service Requirements. Period of service requirements for new employees assigned overseas are covered in par. C4005.
3. Transportation Entitlements. Transportation entitlements for new employees assigned overseas are measured from the place of actual residence, at time of appointment, to the overseas duty station. Transportation entitlements for Presidential transition team appointees are limited to expenses incurred from the appointee's actual place of residence from which the employee relocated for the purpose of performing Presidential transition activities to the assigned duty station of such appointee.
4. Issuance of Travel Orders. Travel order issuance for new employees assigned overseas is covered in Chapter 3.
5. Funds Chargeable. All related expenses for a new employee assigned overseas are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions applicable to other than overseas school teachers are covered in par. C1052-B.

C4051 APPOINTMENTS AND ASSIGNMENTS OF NEW APPOINTEES AND STUDENT TRAINEES TO ANY POSITION WITHIN THE 50 STATES AND DISTRICT OF COLUMBIA

*A. General. Travel and transportation allowances under this Part may be authorized for appointees/student trainees assigned to a PDS in the 50 States and the District of Columbia. The selected individual must agree in writing to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. See JTR, par. C4005-C and Appendix Q for tours of OCONUS duty requirements. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are a debt due

the Government. That debt is the financial responsibility of the individual. See JTR, par. C4001-A regarding agreement requirements in the case of appointment to an OCONUS position.

B. Coverage. New appointees to any position are eligible for payment only of those travel and transportation expenses listed in subpar. E in relocating to their first official station. A new appointee includes any person newly appointed to Government service, including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and who is appointed in the same fiscal year as the Presidential inauguration that immediately follows transition activities. New appointee also includes an individual appointed after a break in service except that an employee separated as a result of a RIF or transfer of function may be treated as a transferee instead of a new appointee under the conditions set out in pars. C1052-B2 and C4101. In addition, for purposes of the allowances prescribed in this regulation, the term new appointee includes a student trainee who is assigned upon completion of college work.

C. Responsibility of DoD Component. Because new appointees usually lack experience in Government procedures, each DoD component shall adopt special measures to provide full information to new appointees concerning the benefits which may be available to them for travel and transportation involved in reporting to their official stations. Special care shall be taken to inform appointees of the limitations on available benefits.

D. Procedural Requirements

1. Agreement. No payment for otherwise allowable expenses or for an advance of funds shall be made unless the appointee or student trainee has signed the agreement appropriate in his/her case.

2. Travel Before Appointment. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first official station is performed. For individuals who have performed Presidential transition activities, as described in par. C4050-A, allowable travel and transportation may take place at any time following the most recent Presidential election. However, entitlement to such expenses does not vest by virtue of selection for the position or authorization for travel as provided in par. C1050-F but vests only upon actual appointment of the individual concerned. However, nothing in this paragraph shall be construed to limit the provisions of Chapter 6, Part E allowing the payment of pre-employment interview travel.

3. Prior Payment. A student trainee may not receive payments at the time of assignment if the expenses of travel and transportation were paid at the time the trainee was appointed as a student trainee.

E. Allowable Expenses. Items of expense listed in items 1 through 6 are payable under the conditions prescribed in this chapter governing the allowance in question. Note particularly that not all of the listed items are applicable in each situation covered by this part:

1. travel expenses including per diem for the appointee or student trainee as set forth in par. C4553-B3;
2. transportation for immediate family of appointee or student trainee as set forth in Chapter 7;
3. mileage if privately owned vehicle is used in travel as set forth in par. C4250;
4. transportation and temporary storage of HHG as set forth in Chapter 8;
- *5. NTS of HHG if appointed to an isolated location as set forth in Chapter 8, Part E, Section 1; and
6. transportation of mobile homes as set forth in Chapter 10.

F. Expenses Not Allowable. The following items of expense are not allowable to appointees and student trainees:

1. per diem for family;

3. Arranging Permanent Quarters While in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a longer period than might otherwise normally be required, subject to limitations, until the employee finds permanent quarters.
4. Avoiding Advance Trip. If payment for temporary quarters is to be authorized, a HHT may be avoided. It might be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the residence in the old PDS locality while the employee occupies temporary quarters at the new PDS. During that time the employee can select permanent quarters after becoming familiar with the new PDS area.
5. On TDY at New PDS. When an employee is on TDY at a new PDS for a period before the permanent transfer is effective, a HHT should be unnecessary.
6. Housing Information Assistance. It might be possible for the DoD component to avoid or shorten the duration of a trip by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

J. Prohibitions. HHT are not authorized under the following circumstances:

1. when it is expected that an employee will be assigned to Government or other prearranged residence quarters at the new PDS location;
2. when the employee has not yet formally agreed to transfer to the new PDS;
3. when the old and/or new PDS are located outside the United States; or
4. when the distance between the old and new PDS is less than 75 miles (as measured by map distance) via a usually traveled surface route.

K. Duration of Trip. Househunting travel should be authorized for a reasonable period of time considering distance between the old and new PDS, transportation mode, and the housing situation at the new PDS location. A HHT, including travel time, shall not exceed 10 calendar days.

*L. Transportation To and/or From New PDS Locality. When authorizing or allowing a particular transportation mode, the objective must be to minimize the time en route and maximize time at the new PDS locality. If POC use is authorized, then the POC use is advantageous to the Government and the applicable PCS mileage rates in par. C2505 are authorized. If the employee travels by other than the authorized mode, reimbursement shall be actual transportation expenses but no more than the cost of the authorized transportation.

*M. Local Transportation. Reasonable expense for local transportation at the new PDS location shall be allowed. Local transportation by common carrier, local transportation systems, MTMC negotiated agreement rental or other commercially rented automobiles, or POC at the applicable PCS mileage rate in par. C2505 may be authorized. However, the local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS. Expenses for the use of taxis shall be limited to transportation between depots, airports, or other carrier terminals and place of lodging.

N. Subsistence. Subsistence expense reimbursement for a HHT is normally paid under the lodging-plus system as indicated in subpar O1. However, a DoD component may offer to pay a fixed amount as reimbursement for subsistence expenses in accordance with subpar. O2. Factors for consideration in determining whether to offer the fixed amount reimbursement:

1. Ease of administration. Payment of a per diem allowance under subpar. O1 (lodging-plus method) requires a review of claims for the validity, accuracy, and reasonableness of lodging expense amount. A fixed amount paid under subpar. O2 is easier to administer because a review of expenses is not required.

2. Cost considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis.
3. Treatment of employees. Employee morale and productivity should be considered as well as costs.

The per diem reimbursement method authorized by the DoD component concerned must be indicated on the PCS order.

O. Subsistence Amounts. Employees' subsistence allowance may be calculated under either subpar. 1 or 2.

1. Lodgings-Plus Method. An appropriate per diem, as prescribed in pars. C4553 and C7006, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.
2. Fixed Amount. The amount calculated under a or b, as applicable:
 - a. The employee and spouse both travel (either together or separately), the applicable locality rate (listed in Appendix B or D) multiplied by 6.25, or
 - b. If only one (employee or spouse) travels, the applicable locality rate (listed in Appendix B or D) multiplied by 5.

The fixed amount determined in item a or b applies for the entire trip without regard to the number of days (1 to 10 calendar days) authorized for the househunting trip.

3. Examples: Subsistence Amount Calculations

An employee and spouse are authorized a HHT to Arlington, VA, for 10 days. Per diem for Arlington at the time of travel is \$166 (\$124 for lodging and \$42 for M&IE). The double occupancy lodging cost is \$90. The single occupancy lodging cost is \$60.

Case 1

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (subpar. 2). The employee elects per diem under (subpar.1) the lodging-plus method.

Per diem for the employee:

Day of travel to Arlington: 75% x \$42 = \$31.50 plus \$45 (1/2 lodging cost) =	\$76.50
8 days in the Arlington Area: \$42 (M&IE) + \$45 (Lodging) = \$87 x 8 days =	\$696.00
Day of return to PDS: 75% x \$42 =	\$31.50

Per diem for the spouse

Under par. C7006-2 the maximum amount allowable is ¾ of the per diem rate to which the employee is entitled under par. C4553.

Computing Maximum amount Allowable for spouse:

Maximum allowed for M&IE: ¾ x \$42 (M&IE) = \$31.50

Maximum allowed for lodging: ¾ x \$124 = \$93

Computing Actual Amount allowed for spouse:

Day of travel to Arlington: 75% x \$31.50 = \$23.62 plus \$45 (1/2 lodging cost which is within the maximum \$93 allowed) =	\$68.62
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8 days in the Arlington Area \$31.50 (M&IE) + \$45 (lodging cost) =	\$76.50
8 days x \$76.50 =	\$612.00

Day of return to PDS: 75% x \$31.50 =	\$23.62
Total	\$1508.24

PART D: ROUND TRIP RENEWAL AGREEMENT TRAVEL FOR LEAVE PURPOSES IN CONNECTION WITH OVERSEAS DUTY

C4150 GENERAL

Employees may be eligible to receive travel/transportation expense allowances for returning home between OCONUS tours of duty to take leave. The provisions of this Part apply to employees serving OCONUS tours of duty. These provisions also apply to employees serving tours of duty in Alaska or Hawaii but only under the conditions specified in pars. C4152 and C4153.

C4151 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for allowances described in par. C4150, prior to departure from the OCONUS PDS, an employee must have:

1. satisfactorily completed an agreed period of service or the prescribed tour of duty;
2. entered into a new written agreement for another period of service at the same or another post or duty outside CONUS; (the agreement will cover costs incident to the travel to the employee's place of actual residence or alternate location and return and any additional cost paid by the Government as a result of a transfer of the employee to another PDS overseas at the time of the tour renewal agreement travel); and
3. qualified for eligibility status under the provisions of pars. C4152 and C4153, if the post of duty involved is located in Alaska or Hawaii.

C4152 EMPLOYEES STATIONED IN ALASKA OR HAWAII ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations listed in items 1, 2, or 3, involving a post of duty in Alaska or Hawaii will continue to be eligible to receive allowances for travel and transportation expenses for tour renewal agreement travel provided that the employee continues to serve consecutive tours of duty within Alaska or Hawaii. Transfers between Alaska and Hawaii will not constitute consecutive tours of duty for purposes of continuing eligibility under the provisions of this paragraph. On 8 September 1982, the employee must have been:

1. serving a tour of duty in Alaska or Hawaii on that date;
2. en route to a post of duty in Alaska or Hawaii under a written agreement to serve a tour of duty; or
3. engaged in tour renewal agreement travel and have entered into a new written agreement to serve another tour of duty in Alaska or Hawaii.

C4153 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAII AFTER 8 SEPTEMBER 1982

Except for situations described in par. C4152, the travel and transportation expenses allowable for tour renewal agreement travel in this Part may not otherwise be authorized for employees assigned, appointed, or transferred to a post of duty in Alaska or Hawaii after 8 September 1982, unless it is determined under regulations by the DoD component involved that payment of these expenses is necessary for the purpose of recruiting or retaining an employee for a tour of duty at a post of duty in Alaska or Hawaii. This authority must be used sparingly and only when required to fulfill DoD component staffing needs to accomplish the DoD component's mission. These provisions are intended to insure the availability of well qualified employees or those employees with special skills and knowledge who are not available in the local area, and to fill positions in remote areas. DoD component regulations will prescribe criteria and guidelines to determine the need for payment of tour renewal agreement travel expenses. The DoD component determination that it is necessary to pay the expenses of tour renewal agreement travel as a recruiting or retention incentive in order to fill a

particular position in Alaska or Hawaii will be reviewed periodically but not less than every five years. The payment of travel and transportation expenses for tour renewal agreement travel for recruiting or retention purpose is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawaii. Employees will be advised in writing of this limitation. The provisions of this paragraph do not affect the provisions governing overseas assignments and return for employees transferred or new appointees assigned to post of duty in Alaska or Hawaii.

C4154 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and his/her dependents will be allowed expenses for travel from the post of duty outside CONUS to his/her place of actual residence at the time of assignment to a post of duty outside CONUS. Those expenses will also be allowed from the place of actual residence upon return to the same or another post of duty outside CONUS; except with respect to Alaska and Hawaii, the return must be to a post of duty located within the same State (Alaska or Hawaii) as the post of duty at which the employee served immediately prior to tour renewal agreement travel (see par. C4152).

C4155 DENIAL/DELAY OF RENEWAL AGREEMENT TRAVEL

*A. Denial of Renewal Agreement Travel. Except as provided for teachers in par. C4164, authority for renewal agreement travel may be denied under the following circumstances:

1. the employee is being processed for separation,
2. a RIF involving the employee is imminent,
3. a removal action is pending against the employee,
4. the employee's reassignment has been directed to a position in the U.S.,
5. the employee is to be reassigned to a CONUS position in connection with rotation on similar programs which precludes completion of a required period of service under a renewal agreement.

B. Delay of Renewal Agreement Travel. Although the employee will not be denied renewal agreement travel at Government expense to which he/she has earned entitlement, except, under the circumstances listed in subpar. A, items 1 through 5, the time at which the leave is granted in connection with such travel is subject to approval by the overseas command concerned. If the employee is engaged upon a project which will be completed within a reasonable time, there is a temporary shortage of personnel, or for other cogent reasons, the employee may be requested to postpone his renewal agreement travel for a reasonable period not in excess of 90 days. Likewise, an employee may request an extension of the initial tour to permit scheduling of leave to accommodate slack periods, school vacations, other personal or job related reasons acceptable to and approved by the overseas command concerned (see par. C4005-C1). While tour renewal agreement travel is ordinarily performed between tours of duty outside CONUS (see C4006-C2), travel at a later date within a tour of duty may be authorized/approved by the overseas command concerned (B-232179, 6 October 1989). In such case the employee's tour of duty will be extended by the period of time required to perform the tour renewal agreement travel.

C4156 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or be accompanied by dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee concerned does not perform authorized renewal agreement travel. Unaccompanied dependents will not be allowed delayed use of renewal agreement authority beyond 6 months after the date the employee begins such travel except as provided for teachers in par. C4164.

C4157 RENEWAL AGREEMENT TRAVEL NONCUMULATIVE

Renewal agreement travel entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to

PART F: ALLOWANCES FOR USE OF POC FOR PDT**C4250 MILEAGE ALLOWANCE**

*A. Travel by Privately Owned Automobile. Except for renewal agreement travel, the mileage allowance rates for PDT by privately owned automobile, when authorized or approved depends on the number of authorized travelers in the automobile. An authorized traveler is any employee or dependent traveling due to the PDT order. See par. C2505 for PCS mileage rates. These rates are for the use of only one privately owned automobile per household. Unless authorization is granted under the provisions of par. C2157 for an employee and dependents to use more than one privately owned automobile, reimbursement is authorized as though the employee and dependents used only one automobile. Reimbursement for all privately owned airplane or motorcycle PDT and renewal agreement travel by privately owned automobile, including per diem, is determined under par. C2151-C and shall not exceed the common carrier travel cost.

B. Mixed Transportation Modes. When POC use is authorized and approved for PDT and an employee and/or dependent travels partly by POC and partly by common carrier at personal expense, the employee is entitled to the PCS mileage rate for the distance traveled by POC plus the common carrier cost, and per diem for actual travel time. The total amount shall not exceed the PCS mileage plus per diem for the ordered travel.

C. Other Reimbursable Expenses. Except for circuitous portions of PCS travel, parking fees, ferry fares and bridge, road and tunnel tolls are reimbursable in addition to the PCS mileage rate.

(NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.)

C4251 USE OF MORE THAN ONE AUTOMOBILE***C4252 NOT USED**

Authorization for the use of more than one POA is limited to PDT that is advantageous to the Government. The conditions for authorizing reimbursement are prescribed in par. C2157.

***C4253 COMPUTING POC TRAVEL REIMBURSEMENT**

The following examples illustrate PCS mileage rate and per diem computation incident to travel by POC for PDT.

(NOTE: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.

***EXAMPLE 1**

(NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

An employee performs PCS travel from San Francisco, CA, to Washington, DC, in 9 1/2 days by POA accompanied by spouse and 2-year old child. The employee may be paid per diem for up to 8 1/4 days (2,826 miles based on an average of 350 miles per day).

<u>Reimbursement Computation</u>	
POA Travel: 2,826 miles @ \$0.19 a mile	\$ 536.94
Maximum allowable per diem for employee: 8 ¼ days @ \$85 (Standard CONUS per diem rate)	701.25
Per diem allowable for actual travel under lodging plus system, that did not exceed the maximum allowable of \$701.25, was	594.00
Per diem for accompanying spouse at ¾ of the amount due the employee (\$594.00)	445.50
Per Diem for the accompanying child under 12 years old at ½ the amount due the employee	297.00
Tolls	10.00
Total amount payable to employee	\$1,883.44

The per diem allowance is computed as prescribed in pars. C7006 and C4300-A and examples in par. C4565.

EXAMPLE 2

If the employee in Example 1 travels alone in one POA and spouse and child travel in a second POA, the reimbursement is the same as in Example 1, if there is no justification under par. C2157 for authorizing the use of more than one vehicle.

EXAMPLE 3

An employee performs PCS travel from New York City to Atlanta, GA by privately owned automobile. Spouse and two children did not accompany employee because housing had not been arranged at Atlanta. Two weeks after arrival, the employee finds housing, returns to New York City by privately owned automobile over a weekend, and drives the spouse and two children to Atlanta.

<u>Computation of the PCS Mileage Allowance Rate</u>	
866 miles @ \$0.15 per mile (employee only)	\$129.90
866 miles @ \$0.19 per mile (spouse and 2 children)	\$164.54
Total PCS mileage allowance rate payable for privately owned automobile travel	\$294.44

In addition to the foregoing PCS mileage allowance rate, the employee receives per diem for the number of days required to complete the first trip from New York City to Atlanta on the basis of an average distance of 350 miles per calendar days. No per diem is payable for the employee's second trip. The employee is entitled to reimbursement for tolls for the first and second trips from New York to Atlanta. The employee is not entitled to reimbursement for distance or tolls for the trip from Atlanta to New York City. Per diem allowance for dependents is computed as prescribed in pars. C7006 and C4300.

**SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
TRANSPORTATION AGREEMENT**

***NOTE:** *The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.*

EMPLOYMENT HISTORY:

Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.

TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT:

Liabilities:	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip limousine service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	<u>16.00</u>
Total	\$265.00

Credits:	
Rail transportation from Munich, GE, to Frankfurt, GE	\$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Limousine service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	<u>8.00</u>
Total	\$132.50

Liability \$265.00 - Credit \$132.50 = \$132.50 due to the Government. There is no further entitlement.

Statement approved:

A. B. Person, Civilian Personnel Officer
17 January 1994

Explanation: the employee satisfactorily completed the service required by the initial agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of 1 year of service and owes the Government for round trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is entitled to one return to Buffalo at Government expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.

Statements of liability or credit as a result of violation of renewal agreement are prepared in the same manner for the following cases:

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

A. General. The per diem allowances prescribed in this Part are applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT. *The per diem rate is determined based on the traveler's TDY location, not the lodging location.* If neither Government nor commercial quarters are available at the TDY location, see par. C4555-A.

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances prescribed in this Part are not in excess of the amounts required to meet the necessary subsistence expenses for an employee's official travel. However, the per diem allowances prescribed in this Part are the maximums allowable. See subpar. C for information about requesting a reduced per diem rate. To prevent authorization/approval of amounts in excess of the amounts required to meet the necessary subsistence expenses of official travel, consideration must be given to the factors listed in items 1 through 5 that reduce the necessary expenses of employees:

1. actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. availability of special rates for accommodations for a particular meeting, conference, training or other TDY assignment;
3. an employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. availability of transportation modes that provide accommodations as part of the transportation cost; and
5. availability of Government furnished lodging, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Rate of Per Diem. When it can be determined factually that the per diem rates prescribed in this Part are not appropriate for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also subpar. B), the official responsible for directing travel should seek authority to prescribe a fixed per diem at a rate different from the applicable rate prescribed in this Part. Such authority must be requested and approved in advance of the travel. (A fixed per diem may not exceed the locality per diem rates prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned.) The request, including established costs for lodgings and meals, the traveler's name, dates, and TDY assignment location should be submitted to the appropriate office indicated in subpar. D. (Include the name and telephone number for an individual who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in subpar. D. The authorized fixed per diem rate must be stated on the travel authorization. This rate shall be the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. Except as indicated in pars. C4552-D and F, C4554-D and C4558-F, the appropriate office designated in subpar. D is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.

D. Offices Designated to Authorize Reduced and Increased Per Diem. The offices listed in items 1 through 4:

1. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

2. Navy and Marine Corps: The head of the DON activity/command to which the employee is permanently assigned for long-term training assignments and the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for long-term TDY;
3. Air Force: The approving authority for TDY other than training assignments is the commander, major command or separate operating agency--authority may be re-delegated at the commander's discretion. *For training assignments, the office is HQ USAF/DPED, 1040 Air Force Pentagon, (Room 5C266), Washington, DC 20330-1040;*
4. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: OSD/WHS/Defense Agencies Civilian Advisory Panel Member, 4040 Fairfax Drive, Suite 200, Arlington, VA 22203-1613;

are designated to authorize (in advance):

1. a fixed reduced per diem rate in accordance with subpars. B and C;
2. a fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-D1, up to the applicable maximum rate prescribed in Appendix B or D for the locality involved; or
3. a per diem under the lodgings-plus system prescribed in par. C4553 in lieu of the 55 percent limitation in par. C4561-D1 when justified for a long-term training or TDY assignment.

NOTE: An increase to the 55 percent limitation prescribed in par. C4561-D1 for a period of travel that has been completed must be approved on an AEA basis only under par. C4600.

***E. Standard CONUS Per Diem Rate**

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://www.dtic.mil/perdiem/pdrform.html>.
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. Effective 1 January 2000 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$55	\$30	\$85

C4551 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands, order-issuing officials or authenticating officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
 ATTN: Per Diem Rates
 Hoffman Building #1, Room 836
 2461 Eisenhower Avenue
 Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.

C4552 GENERAL RULES REGARDING PER DIEM

A. Beginning and Ending of Per Diem Entitlement. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other point of departure and ends on the day the employee returns to the place of abode, office, or other point at the conclusion of the TDY assignment.

B. Restriction In Establishing PDS. Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).

C. No Per Diem at the PDS. A per diem allowance shall not be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C1060. Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: An employee departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 –31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

D. TDY at Nearby Places Outside the PDS. Per diem allowance shall not be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in subpar. F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem allowance may be authorized/approved by the order-issuing or authenticating official.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense shall not affect the employee's prescribed per diem rate.

F. Travel of 12 or Less Hours (12-Hour Rule). A per diem allowance shall not be allowed when the period of official travel is 12 or less hours. This rule also applies to travel incident to a PCS. For TDY travel, the prohibition applies if the total time en route and duty period from the time of departure until the time of return to the PDS is within the limitations.

G. Relationship of Per Diem to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or nonforeign post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, concurrent payment of the differential and per diem is authorized.

H. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, the total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in this Part. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is entitled to an appropriate amount authorized under this Part for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the sponsor for the training course do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in this Part (60 Comp. Gen. 181 (1981)).

I. Extended TDY Assignments. Approval should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see

1. par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
- *2. par. C4430 concerning authorization for long-term TDY assignments; and
- *3 . pars. C4500 and C4561-C if the TDY assignment is for training.

J. Conferences. Whenever a meeting or conference involves the travel of attendees from other DoD components, and reduced cost lodgings are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding conference attendance and registration fees.

K. Employee Dies or Is in a Missing Status While in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

***C4553 'LODGINGS PLUS' PER DIEM SYSTEM PER DIEM COMPUTATION**

A. General. Per diem allowances for all official travel, including PCS, shall be computed under the lodgings-plus system except when:

1. a fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;
2. a per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. a per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. a per diem rate prescribed in par. C4561-B for specific training courses, or par. C4561-C for training assignments of more than 30 calendar days, applies;
5. a per diem rate prescribed in par. C4558 for travel by vessel applies;
6. the per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. a per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;
9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the lodgings-plus system, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. The rules in subpars. B through F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are at <http://www.dtic.mil/perdiem/pdrform.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

2. For OCONUS Travel. The maximum per diem rates prescribed in Appendix B apply to OCONUS travel.
3. PDT
 - a. CONUS. The Standard CONUS per diem rate (see par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current rate) is the applicable maximum per diem rate for CONUS travel in connection with:
 - (1) travel to a first duty station for a newly recruited employee or appointee;
 - (2) travel incident to a PCS;
 - (3) renewal agreement travel;
 - (4) separation travel; and
 - (5) while occupying temporary quarters (except when a fixed TQSE is authorized under Chapter 13, Part C).

The locality rates listed in <http://www.dtic.mil/perdiem/pdrform.html> apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

- b. OCONUS. The locality rates prescribed for OCONUS locations in <http://www.dtic.mil/perdiem/opdrform.html> apply for OCONUS:
 - (1) travel to a first duty station for a newly recruited employee or appointee;
 - (2) travel incident to a PCS;
 - (3) renewal agreement travel;
 - (4) separation travel;
 - (5) travel (for the entire trip) to seek permanent residence (house-hunting); and
 - (6) while occupying temporary quarters at an OCONUS location.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. Receipts for lodging are required (see par. C1310).

NOTE: The maximum amount allowed for lodging in the United States and non-foreign areas (see <http://www.dtic.mil/perdiem/rateinfo.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign areas (see <http://www.dtic.mil/perdiem/rateinfo.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. (See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation.) The PMR or GMR (par. C4554) shall not apply for the first and last day of travel. ***(NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA***

authorized/approved for travel OCONUS.) The PMR or GMR shall not apply for the first and last day of travel.

D. Per Diem Allowance Computations. The per diem allowance must be calculated using the rules in subparagraphs. 1 and 2.

1. TDY of More Than 12 Hours but Not Exceeding 24 Hours. When a travel period (entire trip) for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in subpars. a and b. No deduction is made for meals.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations (see par. C4565, examples 4 and 8)

NOTE: *Per diem payment under subpar. a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a))*

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

2. Travel of More Than 24 Hours. The applicable maximum per diem rate for each calendar day of travel is determined by the travel status and the employee's TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the TDY location, or a stopover point where lodging is obtained while en route to, from, or between TDY locations (see subpar. B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location). Only one maximum rate shall be applicable to a calendar day. The rules in subparagraphs. a through e, par. C4555-C (lodging obtained after midnight), and par. C4558-F (travel by commercial vessel) shall be applied in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (day of departure from the PDS, home, or other authorized point), the per diem allowance is the actual cost of lodging incurred by the traveler, up to the maximum lodging rate prescribed for the lodging location, plus the applicable M&IE rate prescribed for that location as provided in subpar. e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies.

(2) Lodging Not Required. When lodging is not required on the day travel begins (day of departure from the official station, home or other authorized point), the per diem allowance is the destination M&IE rate as provided in subpar. e.

b. Full Calendar Days of Travel

(1) Lodging Required. For each full calendar day an employee is in a travel status and lodging is required (whether en route or at the destination), the per diem allowance is the actual cost of lodging incurred by the traveler, up to the applicable maximum lodging rate prescribed for the lodging location, plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.

c. Returning From Travel

(1) Lodging Required. For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the PDS, home, or other authorized point, the per diem allowance is the actual cost of lodging incurred by the traveler, up to the applicable maximum lodging rate for the lodging location, plus the applicable M&IE rate.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to an employee incident to a TDY or training assignment, the per diem allowance is:

1. \$2 incident to an assignment in CONUS; and
2. \$3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the order-issuing official determines that the \$3.50 is not adequate and authorizes/approves the incidental expense rate in <http://www.dtic.mil/perdiem/opdrform.html> (in this case, payment of the incidental expense rate must be stated in the travel order); or
3. the incidental amount prescribed in <http://www.dtic.mil/perdiem/opdrform.html> for the locality concerned instead of \$3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The order-issuing official can determine \$3.50 to be adequate for anticipated expenses when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the employee may not exceed the applicable maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>. (See par. C4554-D for per diem when TDY performed in support of field training exercises with military units.)

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is \$3.50 instead of the amount prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or the locality concerned. The order-issuing official can determine that the \$3.50 is not adequate and authorize/approve the incidental expense rate in <http://www.dtic.mil/perdiem/opdrform.html>. In this case, payment of the <http://www.dtic.mil/perdiem/opdrform.html> incidental expense rate must be stated in the travel order. When a charge for use of Government quarters is paid by the traveler, the per diem payable is increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. In no case shall the total per diem payable exceed the applicable overseas per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY VESSEL

A. General. For vessel travel, the per diem allowance for the day of arrival on board (day of embarkation) and day of departure from the vessel (day of debarkation) is computed under the lodging-plus system in par. C4553.

B. Government Ship

*1. General. A traveler is paid \$2 per day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid \$4 per day when required to pay for quarters onboard the ship. Neither rate is subject to further reduction. When a traveler is required to pay for meals, the \$2 or \$4 rate is increased by the current standard Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters. In no case may reimbursement for the total cost of quarters on the ship and ashore exceed the maximum lodging amount prescribed in the per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. When an employee procures meals ashore at personal expense, reimbursement is authorized as prescribed in par. C4554-A1a and b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in subpar. 1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). The per diem rates are not subject to any further reductions.

*3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the Standard CONUS lodging rate (see the per diem rates at <http://www.dtic.mil/perdiem/pdrform.html> or par. C4550-E3 for the current Standard CONUS per diem rate) plus \$20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on Government mess use). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the Standard CONUS per diem rate (see per diem rates at <http://www.dtic.mil/perdiem/pdrform.html> or par. C4550-E3 for the current Standard CONUS per diem rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible *meals*) apply.

C. Commercial Vessel

1. General. Except as noted in subpars. 2 and 3 below, for travel aboard a commercial vessel, the per diem rate is \$6. When a traveler's subsistence expenses exceed \$6, a per diem rate equal to the expenses, up to \$9 per day, may be authorized/approved by the authorizing/order-issuing official.

*2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate is the Standard CONUS M&IE rate. See the per diem rates at <http://www.dtic.mil/perdiem/pdrform.html> or par. C4550-E3 for the Standard CONUS per diem rate.

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial vessel on CONUS inland or coastal waters are:

- a. \$2 when the cost of passage includes meals, or
- b. \$30 when the cost of passage does not include meals.

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The official directing travel shall: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in par. C4555-D, items 2 through 9, are lodging costs.

C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-D1. The per diem rates in par. C4561-D1 apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the lodging-plus system in par. C4553. Per diem rates determined in accordance with instructions in par. C4561-D1 are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

D. Private Individuals Serving Without Compensation. Except for pre-employment interview travel, individuals performing invitational travel under the provisions of Appendix E, are authorized a per diem or AEA in accordance with par. C4553 and par. C4600. Individuals are not entitled to per diem on pre-employment interview travel (see par. C6200), but are entitled to reimbursement on an actual expense basis not to exceed the amount prescribed for such travel in par. C4602 (40 Comp. Gen. 221 (1960)).

E. Reserve Officers Training Corps (ROTC) Cadet Serving Without Compensation. An ROTC cadet who performs recruiting duty under invitational travel orders while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For this paragraph, the area of the place the cadet resides while attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

Effective 1 March 2000

C4563 EFFECT OF ABSENCE ON PAYMENT OF PER DIEM

A. Absence Due to Illness or Injury. See par. C6454 for per diem entitlement when an employee becomes incapacitated during travel because of illness or injury.

*B. Detained in Quarantine. Employees are entitled to per diem while detained in quarantine on TDY.

C. Leave and Nonworkdays

1. General. Employees are entitled to per diem for days they take leave (other than as provided in Chapter 6, Part J) for only part of the workday, but are not entitled to per diem when they take leave for the whole workday. For purposes of this subparagraph, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Nonworkdays. Nonworkdays are legal Federal Government holidays and weekends or other scheduled nonworkdays. Employees are entitled to per diem on nonworkdays except when they return to their official stations or places of abode, or if subpar. a or b applies.

a. Leave Before and After Nonworkdays. Employees are not entitled to per diem for a nonworkday (s) when they take leave the whole workday before and the whole workday following the nonworkday (s).

b. Leave Between Nonworkdays. Employees are entitled to per diem for not more than two nonworkdays if they take leave for all workdays between the nonworkdays.

D. Return to PDS on Nonworkdays. When employees voluntarily return home on nonworkdays from TDY, they are reimbursed for the round-trip travel as provided in par. C4662-C.

E. Travel on Nonworkdays to Location Other than PDS. Employees on TDY who travel for personal reasons on nonworkdays from a TDY site to locations other than their homes or PDSs are entitled to per diem or AEA for the nonworkdays up to the amount payable had they remained at the TDY site. There is no entitlement to reimbursement for transportation costs (B-171266, February 24, 1971).

F. Delay In Returning To PDS. When for personal reasons, including taking leave, employees do not return immediately to their PDSs after TDY, they are entitled to per diem for the time between when they reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructive time of departure is on the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructive date of departure may be the morning of the day following TDY completion. An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600 hours. Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. Employees are not entitled to per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

Effective 1 March 2000

A. Absent From PDS For Personal Reasons. Except as provided in subpar. D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not entitled to expenses incurred for such travel.

B. TDY Required at Place of Leave. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is entitled to per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to subpar. B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructive travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled Within 24 Hours, and Leave Temporarily Interrupted Due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is ordered to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses not to exceed the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and return may be authorized. The one way, or round trip, shall not be allowed unless, by an appropriate statement in the travel order, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall order or TDY order (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is directed to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructive per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is entitled to per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructive cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the place of TDY is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the place of TDY (24 Comp. Gen. 443 (1944)).

H. Cancellation of TDY Orders After Commencement of Travel and While on Authorized Leave. When an employee is on leave en route to a TDY station and the travel orders authorizing the TDY are canceled, the employee is entitled to travel and transportation allowances for travel performed, provided the orders are canceled on or after the date travel was required to begin. In such case, the allowances payable shall not exceed the constructive allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

C4565 PER DIEM COMPUTATION EXAMPLES

Following are examples of computing per diem for specific circumstances.

NOTE 1: *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

****NOTE 2:*** *The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.*

*EXAMPLE 1 (TDY Travel)

NOTE: *See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.*

An employee was in a travel status on TDY for 9 1/2 days. The employee departed from the place of abode and arrived at the TDY station on the same day. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee departed the TDY station and arrived at the place of abode on the 10th day. While at the TDY station, the employee paid \$40 each night for 6 nights of lodging in a hotel, \$4 each night for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home. Per diem is computed as follows:

1 st Day (day of departure)	75% times \$30 (M&IE rate) plus \$40 (lodging) =	\$62.50
2nd through 6th Days	\$30 (M&IE rate) plus \$40 (lodging) x 5 days =	350.00
7th & 8th Days	\$30 (M&IE rate) plus \$4 (lodging) x 2 days =	68.00
9th Day	\$30 (M&IE rate) plus \$0 (lodging) =	30.00
10 th Day (day of return)	75% of \$30 (preceding calendar day M&IE rate) =	<u>22.50</u>
Amount due employee		\$533.00

Per diem for each day is derived by adding the applicable M&IE rate to the daily lodging cost – reimbursement may not exceed the maximum amount prescribed in <http://www.dtic.mil/perdiem/pdrform.html> for the locality concerned. The per diem prescribed for the TDY location in this example is the Standard CONUS per diem rate of \$85, which consists of a \$30 M&IE rate and a maximum lodging amount of \$55. For the first day (day of departure), the applicable per diem rate is 75% of the M&IE rate (\$30) (\$22.50) plus the lodging cost (\$40) for that day, the resultant amount being \$62.50. For days 2 through 6, the applicable per diem is the M&IE rate (\$30) plus the lodging cost (\$40) times the number of days 5, the resultant amount being \$350. For days 7 and 8, the applicable per diem is the M&IE rate (\$30) plus the lodging cost (\$4) times the number of days 2, the resultant amount being \$68. For the 9th day, the applicable per diem is the M&IE rate (\$30) plus the lodging cost (\$0), the resultant amount being \$30. For the 10th day (day of return), the applicable per diem rate is 75% (\$30) of the preceding calendar day's M&IE rate (\$30), the resultant amount being \$22.50. The per diem entitlement began with the day of departure, and continued through the day of return to the PDS, place of abode, or other authorized point. The different lodging amounts could have applied to any of the days without change to the total.

EXAMPLE 2
(TDY Travel)

DEP	Residence	1st Day
ARR	Goteborg, Sweden	2nd Day
	TDY	3rd through 7th day
DEP	Goteborg, Sweden	8th Day
ARR	Residence	8th Day

Government quarters were available (not on a Government installation) for 6 nights at Goteborg, Sweden at \$4 per night. The per diem rate prescribed in Appendix B for Goteborg, Sweden at the time the employee traveled was \$256 maximum, lodging amount \$143, local meals rate \$90, PMR \$49, and incidentals rate \$23). The employee's per diem entitlement is computed as follows:

1st Day	(travel day with no lodging expense)	75% times \$113 (M&IE for Goteborg \$90 + \$23) =	\$84.75
2nd Day	(day of arrival)	\$113 (M&IE for Goteborg \$90 + \$23) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + \$4 (charge for Government quarters)=	\$117.00
3rd through 7th Day	(TDY at Goteborg) \$23 (incidental rate for Goteborg)	- 3 deductible meals furnished each day without charge (see par. C4554-B) + \$4 (charge for Government quarters) = \$27 x 5 days =	\$135.00
8th Day	(travel day with no lodging expense)	\$113 (M&IE for Goteborg \$90 + \$23) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	<u>\$ 84.75</u>
Amount due			\$421.50

EXAMPLE 3
(TDY Travel Involving IDL)

ITINERARY

8/15 Sunday Depart residence en route to Hong Kong, cross IDL
 8/16 Monday Arrive Hong Kong
 8/17-8/20 (Tues-Fri) TDY Hong Kong
 8/21 Saturday Depart Hong Kong, arrive residence

Lodging cost incurred in Hong Kong \$70 per night

MAXIMUM RATES AT TIME OF TRAVEL

Hong Kong \$34 (maximum lodging amount \$221, local meals rate \$98, PMR \$53 and local incidentals rate \$25).

REIMBURSEMENT		
8/15 Sunday (day travel begins)	75% times \$123 (Hong Kong M&IE \$98 + \$25) = \$92.25 + \$70 (lodging cost) =	\$ 162.25
8/16 Monday	IDL (15th and 16th are treated as one day for per diem) =	0
8/17 - 8/20 (Tuesday - Friday)	\$123 (Hong Kong M&IE) + \$70 (lodging cost) = \$193 x 4 days =	\$ 772.00
8/21 Saturday (day of return travel, no lodging cost)	\$123 (Hong Kong M&IE) x 1 day =	\$ 123.00
8/21 Saturday (day travel ends)	75% times \$123 (Hong Kong M&IE \$98 & \$25 =	\$ 92.25
Total Reimbursement		\$1149.50

When crossing the IDL in a westward direction (Los Angeles to Hong Kong), the dates 8/15 - 8/16 (Sunday and Monday) are treated as one day for per diem computation purposes. Upon return (west to east) when employee crosses the IDL, the remaining hours on Saturday become Friday east of the IDL and the traveler arrived home on the second Saturday. For per diem purposes each Saturday is treated as a separate day.

EXAMPLE 4
(TDY Travel - More Than 12 Hours But Not Exceeding 24 Hours)

DEP Residence 1 May
 ARR 1st TDY location 1 May
 DEP 1st TDY location 1 May
 ARR 2nd TDY location 1 May
 DEP 2nd TDY location 1 May
 ARR Residence 2 May

Actual travel time is 18 hours.	
M&IE rate applicable to 1st TDY location	\$ 36.00
M&IE rate applicable to 2nd TDY location	\$28.00
REIMBURSEMENT	
75% x \$36.00 (Highest M&IE for TDY locations)=	\$27.00
Total reimbursement =	\$27.00

***EXAMPLE 5
(PCS Travel)**

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

An employee performed PCS travel from San Francisco, CA, to Washington, DC, in 9 3/4 days. The employee elected to travel by privately-owned automobile, accompanied by the spouse and 2-year old child. They departed their place of abode at 1130 on the first day (day of departure) and arrived at the new PDS at 1930 on the 10th day (day of arrival). The distance traveled was 2,826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 1/4 days. Lodgings were occupied for 9 nights, two of which were spent at the homes of friends at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 8 ¼ days @ \$85 (Standard CONUS per diem rate)=		\$701.25
1 st day (day of departure)	75% of \$30 (Standard CONUS M&IE rate) plus \$55 (lodging) =	\$ 77.50
2 nd day	\$30 (M&IE rate) plus \$0 (lodging) =	\$ 30.00
3 rd through 8 th days	\$30 (M&IE rate) plus \$55 (lodging) X 6 days =	\$510.00
9 th day	\$30 (M&IE rate) plus \$0 (lodging) =	\$ 30.00
10 th day (day of arrival)	75% of \$30 Standard CONUS M&IE rate) =	<u>\$ 22.50</u>
Employee's per diem entitlement =		\$670.00
Per diem for accompanying spouse at ¾ of the amt due the employee (\$670.00) =		\$502.50
Per diem for accompanying child (under 12 years) at ½ the amt due the employee (\$670.00) =		\$335.00
Total amount payable to employee =		\$1507.50

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$85 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$30 M&IE rate plus lodging not to exceed \$55). In this case, the lodging cost for each of the 7 nights exceeded the maximum allowable lodging amount of \$55 and reimbursement for nightly lodging was therefore limited to \$55. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$30) plus lodging not to exceed \$55 for a total of \$77.50. For the 2nd day, the applicable per diem rate is the M&IE (\$30) rate plus the cost of lodging (\$0) for a total of \$30. For days 3 through 8, the applicable per diem rate is the M&IE (\$30) rate plus lodging not to exceed \$55, times the number of days (6) at that rate for a total of \$510.00. For the 9th day the applicable per diem rate is the M&IE (\$30) rate plus the cost of lodging (\$0) for a total of \$30. For the 10th day (arrival day at the new PDS) the applicable per diem rate is 75% of the Standard CONUS M&IE (\$30) rate. Per diem for actual travel by the employee is \$670.00. Since per diem for actual travel does not exceed the maximum allowable (\$701.25) for 8 ¼ days travel time, the employee is entitled to the full amount (\$670.00) and entitlement for dependents is ¾ and ½ respectively of the \$670.00 due the employee.

***EXAMPLE 6
(PCS Travel)**

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

An employee performed PCS travel from Washington, DC, to Phoenix, AZ, in 6 days. The employee elected to travel by privately owned-automobile accompanied by the spouse and 7-year-old child. They departed their place of abode at 0800 on the first day and arrived at his new PDS at 2100 on the 6th day. The distance traveled was 1,443 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 4 1/4 days. Lodgings were occupied for 5 nights, 3 of which were spent at the homes of friends at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$56, and 3 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 4 ¼ days @ \$85 (Standard CONUS per diem rate)=		\$361.25
1 st day (day of departure)	75% of \$30 (Standard CONUS M&IE rate) plus \$0 (lodging) =	\$ 22.50
2 nd day	\$30 (M&IE rate) plus \$55 (lodging) =	\$ 85.00
3 rd day	\$30 (M&IE rate) plus \$0 (lodging) =	\$ 30.00
4 th day	\$30 (M&IE rate) plus \$55 (lodging) =	\$ 85.00
5 th day	\$30 (M&IE rate) plus \$0 (lodging) =	\$ 30.00
6 th day (day of arrival)	75% of \$30 (Standard CONUS M&IE rate) =	\$ 22.50
Employee's per diem entitlement =		\$275.00
Per diem for accompanying spouse at ¾ of the amt due the employee (\$275.00) =		\$206.25
Per diem for accompanying child (under 12 years) at ½ the amt due the employee (\$275.00) =		\$137.50
Total amount payable to employee =		\$618.75

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$85 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$30 M&IE rate plus lodging not to exceed \$55). In this case, the lodging costs for 2 nights exceeded the maximum allowable amount of \$55 and reimbursement for lodging was therefore limited to \$55. For the 1st day (departure day) the applicable per diem rate is 75% of the M&IE rate (\$30) plus lodging not to exceed \$55 for a total of \$22.50. For days 2 and 4, the applicable per diem rate is the M&IE rate (\$30) plus lodging not to exceed \$55 for a total of \$85 for each day. For days 3 and 5, the applicable per diem rate is the M&IE (\$30) rate plus lodging (\$0) for a total of \$30 for each day. For the 6th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$22.50) of the Standard CONUS M&IE rate (\$30). In this case, since per diem for the actual travel time (\$275.00) did not exceed the maximum allowable (\$361.25), the employee is entitled to the lesser amount and the entitlement for dependents is ¾ and ½ respectively of the \$275.00 due the employee.

***EXAMPLE 7
(PCS Travel)**

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

An employee performed PCS travel from Los Angeles, CA, to Washington, DC, in 15 days. The employee and spouse elected to travel by privately-owned automobile. They departed their place of abode at 0700 on the first day and arrived at the new PDS at 1300 on the 15th day. The distance traveled was 2,615 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 7 1/2 days. Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. The employee certified that the single rate applicable to the rooms occupied with the spouse were 10 nights at \$55 a night, and 4 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 7 ½ days @ \$85 (Standard CONUS per diem rate)=		\$637.50
1 st day	75% of \$30 (Standard CONUS M&IE rate) plus \$55 (lodging)	\$ 77.50
2 nd through 10 th day	\$30 (M&IE rate) plus \$55 (lodging) x 9 =	\$ 765.00
11 th through 14 th day	\$30 (M&IE rate) plus \$0 (lodging) x 4 =	\$ 120.00
15 th day	75% of \$30 (Standard CONUS M&IE rate) =	\$ 22.50
Total		\$ 985.00
Per diem for accompanying spouse at ¾ of the amt due the employee (\$637.50) =		\$ 478.13
Total amount payable to employee (\$637.50 + \$478.13) =		\$1115.63

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$85 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$30 M&IE rate plus lodging not to exceed \$55). In this case, the lodging cost for each of the first 10 nights exceeded the maximum allowable amount of \$55. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$30) plus lodging not to exceed \$55 for a total of \$77.50. For days 2 through 10, the applicable per diem rate is the M&IE rate (\$30) plus lodging not to exceed \$55, times the number of days (9) at that rate for a total of \$765. For days 11 through 14, the applicable per diem rate is the M&IE rate (\$30) plus lodging (\$0) times the number of days (4) at that rate for a total of \$120. For the 15th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$22.50) of the M&IE rate (\$30). Since per diem for the actual travel time (\$985 exceeded the maximum allowable (\$637.50), the employee is entitled to \$637.50. Entitlement for the dependent is ¾ of the \$637.50 due the employee.

***EXAMPLE 8
PCS/Separation Travel**

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

1. PCS/separation travel from Stuttgart, GE, to Atlanta, GA.
2. 9/1: Depart residence in Stuttgart, GE at 0830. Arrive at residence in Atlanta at 2000.
3. The employee is entitled to per diem since actual travel time exceeds 12 hours (see par. C4552-F).
4. Since travel begins and ends on same day, the rule in par. C4553-D1 applies (see also par. C4553-D2d(4)).

5. Maximum per diem rate at time of travel \$85 (M&IE rate \$30, maximum lodging amount \$55). (The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.)
6. Reimbursement for 9/1 is \$22.50 (75% of \$30).
7. If, in the above example, the employee is accompanied by a spouse on PCS travel, per diem payable for the spouse is $\frac{3}{4}$ of the \$22.50 due to the employee.
8. *Per diem is not payable for dependents on separation travel.*

EXAMPLE 9
(PCS Travel - More than 12 Hours But Not Exceeding 24 Hours)

DEP Old PDS (Washington, DC) 1 May
ARR New PDS (Paris, France) 2 May

Actual travel time 16 hours M&IE rate applicable to the new PDS location \$78.00 at the time of travel.	
REIMBURSEMENT	
75% x \$78.00 (M&IE) rate for new PDS locations) =	<u>\$58.50</u>
Total reimbursement =	\$58.50
Per diem for an accompanying spouse if $\frac{3}{4}$ of the amount due the employee (\$58.50) =	\$43.88
Per diem for an accompanying child 12 years of age or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =	\$43.88
Per diem for accompanying child under 12 years of age is $\frac{1}{2}$ of the amount due the employee (\$58.50) =	\$29.25

***EXAMPLE 10**
Renewal Agreement Travel

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

1. Employee and spouse performed renewal agreement travel from Frankfurt, GE, to Chicago, IL, and return to Frankfurt.
2. Itinerary:

Itinerary	
9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230
9/2 to 9/30	Leave
10/1	Depart residence in Chicago at 1400
10/2	Arrive residence in Frankfurt, GE at 1015

3. Employee is entitled to per diem since actual travel time exceeds 12 hours (see par. C4552-F).
4. Maximum per diem rate at time of travel \$85 (M&IE rate \$30, maximum lodging amount \$55). (The destination per diem rate applicable for renewal agreement travel to CONUS is the Standard CONUS per diem rate.)

5. Reimbursement:

Reimbursement		
9/1	75% of \$30 (M&IE)	\$22.50
9/2 to 9/30	no per diem	
10/1 - 10/2	75% of \$30 (M&IE)	\$22.50
Total Reimbursement		\$45.00

6. Since travel from Frankfurt to Chicago began and ended on the same day, the rule in par. C4553-D2a(2) applies and the destination M&IE rate (\$30) is used for computing per diem for that day.

7. On the return trip, the M&IE rate applicable to the actual residence for renewal agreement travel is used for computing per diem (par. C4553-D2d(3)).

8. *Dependents are not entitled to per diem for renewal agreement travel.*

C4566 QUICK REFERENCE TABLES - PER DIEM ENTITLEMENTS

The following tables are for reference purposes only. For applicable rules see pars. C4550 through C4605. See par. C4554-A1c for meal allowances when JTF operations are involved.

Quick Reference - Per Diem Entitlements						
TDY Travel of More Than 24 Hours						
(1) Day of Departure from PDS			Abbreviation used: Govt. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate			
Footnotes: See table # 4						
	a	b	c	d	e	f
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. <u>Traveler occupied Govt. quarters.</u>	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. <u>Traveler elected not to occupy available Govt. quarters.</u>	Traveled overnight –no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
Per Diem for Day of Departure from PDS⁶	75% of M&IE Rate for TDY Locality ¹ plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2, 5}	75% of M&IE rate for TDY locality ¹ plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ¹ plus cost of lodgings occupied NTE cost of available Govt. quarters. (No reimbursement for lodging tax)	75% of M&IE Rate for destination TDY Locality ¹ for day of departure.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2, 5}	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. (The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on day of travel to that location.)

(2) Whole Days of Travel in CONUS						
Footnotes: See table # 4			Abbreviations used: Govt = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate			
	a	b	c	d	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. <u>Traveler occupied Govt. quarters.</u>	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies Govt. quarters.	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
<u>Per Diem for Whole Days of Travel</u> ⁶	M&IE applicable to CONUS TDY locality (when three meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ² .	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$2, if all three meals are consumed in a Govt. mess, (3) PMR plus \$2 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$2 if one or two deductible meals are provided ⁷ , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate))	M&IE applicable to CONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ² (If one or two deductible meals are provided, M&IE is PMR plus \$2 (see JTR, par. C4554-B))	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$2, if all three meals are consumed in a Govt. mess, (3) PMR plus \$2 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$2 if one or two deductible meals are provided ⁷ , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate))	M&IE plus cost of lodging not to exceed cost of Govt. quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$2, if all three meals are consumed in a Govt. mess, (3) PMR plus \$2 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR rate plus \$2 if one or two deductible meals are provided ⁷ , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate))	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. (Reimbursement is not allowed for lodging taxes and cost of personal laundry/dry cleaning and pressing of clothing when a fixed reduced or 55% per diem is authorized.)

(3) Whole Days of Travel – OCONUS						
Footnotes: See table # 4			Abbreviations used: Govt. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate			
	a	b	c	d	e	F
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. <u>Traveler occupied Govt. quarters.</u>	Each whole day at OCONUS TDY locality (not on U.S. installation).	Each whole day at an OCONUS TDY locality (on U.S. installation). <u>Traveler occupied Govt. quarters.</u>	Each whole day at an OCONUS TDY locality (on U.S. installation) when member elects not to occupy available Govt. quarters.	Each whole day at an OCONUS long-term TDY or training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel⁶	M&IE ⁴ applicable to OCONUS TDY locality (if 3 meals are other than Govt. mess or deductible meals) plus cost of lodging ⁵ NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3.50 ³ , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ³ , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ³ if one or two deductible meals are provided ⁷ , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate))	M&IE ⁴ applicable to OCONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging ⁵ NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 ³ , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ³ , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ³ if one or two deductible meals are provided ⁷ , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate))	M&IE plus cost of lodging not to exceed cost of Govt. quarters ⁵ . (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 ³ , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ³ , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ³ if one or two deductible meals are provided ⁷ , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate)).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses.

(4) Day(s) of Return to PDS					Abbreviations used: Govt. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate	
	a	b	c	d	E	
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On day of departure from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed long-term TDY/training location where fixed reduced/55% per diem was authorized.	
Per Diem for Day of Return to PDS⁶	75% of M&IE rate for last TDY locality. ¹	For day of departure from TDY location M&IE at the rate for the last TDY locality. Day of arrival at PDS 75% of the M&IE rate for the last TDY locality. ¹	For day of departure from TDY: M&IE plus lodging ^{2, 5} cost NTE rate for stopover locality. For day of arrival at PDS: 75% of M&IE rate for stopover locality. ¹	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the order-issuing official (see par. C4553-D2c(4)).	75% of the M&IE rate for the TDY/training locality. (The fixed reduced/55% rate does not apply on day of return to the PDS.)	
<p>*Footnotes</p> <p>1. GMRs/PMRs and the \$3.50 incidental rate do not apply on day of departure from or return to PDS.</p> <p>2. Lodging tax <i>is</i> separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes.</p> <p>3. The order-issuing official can determine that \$3.50 is not adequate on a U.S. installation and authorize/approve the incidental expense rate for the TDY locality prescribed on http://www.dtic.mil/perdiem. Payment of the incidental expense rate for the TDY locality must be stated in the travel orders.</p> <p>4. For OCONUS travel the order-issuing official can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the member is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the orders.</p> <p>5. Lodging tax <i>is not</i> separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS Maximum lodging amount for taxes.</p> <p>6. Cost of laundry/dry cleaning and pressing of clothing when travel is <i>within CONUS is reimbursable</i> under the conditions in par. C4553-C2. Cost of laundry/dry cleaning & pressing of clothing <i>is not</i> separately reimbursable when travel is <i>OCONUS</i> because an amount is provided in the OCONUS per diem incidental expense (IE) for laundry.</p> <p>7. On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.</p>						

***NOTE 1:** The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.

NOTE 2: Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense and not included as a part of the lodging cost for reimbursement within the AEA authorized approved for travel in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable and are part of the lodging cost for reimbursement within the AEA authorized/approved for travel outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands.

NOTE 3: The cost for laundry, dry cleaning, and/or pressing clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning, and/or pressing clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

EXAMPLE 1

Travel to single TDY point -- AEA authorized for M&IE and lodging.

ITINERARY

8/10 Depart residence
Arrive Los Angeles
8/11-8/12 TDY at Los Angeles
8/13 Depart Los Angeles Airport
Arrive residence

MAXIMUM RATES AT TIME OF TRAVEL

Los Angeles CA: AEA authorized not to exceed \$171 (\$114 x 150%)
(M&IE limited to \$51.00 (\$34 x 150%)).

REIMBURSEMENT			
8/10 Actual Expense			
Los Angeles	Lodging	\$120.00	
	Total	\$120.00	\$120.00
8/11 Actual Expense			
Los Angeles	Breakfast	6.00	
Los Angeles	Lunch	10.00	
Los Angeles	Dinner	24.00	
Los Angeles	Incidentals	3.00	
Los Angeles	Lodging	120.00	
	Total	\$163.00	\$163.00
8/12 Actual Expense			
Los Angeles	Breakfast	\$10.00	
Los Angeles	Lunch	15.00	
Los Angeles	Dinner	26.00	
Los Angeles	Incidentals	2.00	
Los Angeles	Lodging	120.00	
	Total	\$173.00	\$171.00
8/13 Actual Expense			

Los Angeles	Breakfast	\$5.50	
Los Angeles	Lunch	11.50	
	Total	\$17.00	<u>\$17.00</u>
	Total Reimbursement		\$471.00

EXAMPLE 2

Travel to multiple TDY points -- AEA authorized for lodgings only at Belle View, CA, M&IE paid on a per diem basis.

ITINERARY

9/7 Depart residence arrive Belle View, CA
 9/8 TDY-- Belle View
 9/9 Depart Belle View, en route to Silver Hill, CO
 9/10 TDY - Silver Hill
 9/11 Depart Silver Hill, en route to High Point, CO
 9/12 Depart High Point via Midland, IL, arrive residence

MAXIMUM RATES AT TIME OF TRAVEL

Belle View, CA: AEA authorized for cost of lodgings only. M&IE rate prescribed for Belle View is paid on a per diem basis. The total amount paid for lodging and M&IE may not exceed \$99 (\$66 x 150%) Silver Hill, CO: per diem \$75 (M&IE rate \$26, maximum lodging amount \$49) High Point, CO: per diem \$66 (M&IE rate \$26, maximum lodging amount \$40)

REIMBURSEMENT		
9/7	½ x \$26 ((M&IE) plus \$60 (Lodging Cost) (par. C4602-B4)	\$ 73.00
9/8	\$26 (M&IE) plus \$60 (Lodging Cost) (par. C4602-B4	86.00
9/9	\$26 (M&IE) plus \$38 (Lodging Cost) NTE \$75 (par. C4553-D)	64.00
9/10	\$26 (M&IE) plus \$38 (Lodging Cost) NTE \$75	64.00
9/11	\$26 (M&IE) plus \$32 (Lodging Cost) NTE \$66	58.00
9/12	¾ of \$26 (M&IE) (par. C4553-D)	<u>19.50</u>
	Total Reimbursement	\$364.50

***EXAMPLE 3**

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

1. Travel to two TDY points. AEA authorized at one point.
2. Itinerary:

Itinerary	
10/1	Depart residence 0800, en route to Grayville, PA. Arrive 0930.
10/2	TDY – Grayville
10/3	Depart Grayville 0900, en route to Liberty, PA. Arrive 1000.
10/4	Depart Liberty 1515. Arrive at residence 1735.

3. Maximum rates at time of travel:

Maximum Rates at Time of Travel	
Grayville, PA	\$85 (Standard CONUS per diem rate applies)
Liberty PA	Employee authorized AEA for TDY at Liberty NTE \$129 (\$86 x 150%).

4. Reimbursement:

Reimbursement			
10/1	75% of the Standard CONUS per diem M&IE rate plus lodging cost (par. C4553-D)	\$22.50 (75% of \$30) plus \$55 lodging cost	\$ 77.50
10/2 (Grayville)	Standard CONUS per diem M&IE rate plus lodging cost (par. C4553-D)	\$30 plus \$55 lodging cost	\$ 85.00
10/3	Actual expense for Liberty, PA based on employee status and location at 2400		
10/3 (Grayville)	Breakfast	\$ 3.25	
10/3 (Liberty)	Lunch	10.75	
10/3 (Liberty)	Dinner	17.50	
10/3 (Liberty)	Lodging	<u>92.00</u>	
		\$123.50	\$123.50
10/4	Actual expense NTE amount authorized for Liberty, PA. (par. C4605)		
10/4 (Liberty)	Breakfast	\$ 8.00	
10/4 (Liberty)	Lunch	15.00	
		\$ 23.00	\$ 23.00
Total reimbursement			\$309.00

EXAMPLE 4

Travel to multiple TDY points -- AEA authorized at one OCONUS point.

ITINERARY

8/5 Depart residence, en route to airport
 Depart O'Hare Airport, en route to New York City
 Arrive New York,
 8/6 TDY at New York City
 8/7 Depart New York City, en route to London
 Arrive London Airport
 8/8 & 8/9 TDY London
 8/10 Depart London, en route to Frankfurt
 Arrive Frankfurt
 8/11 TDY Frankfurt
 8/12 Depart Frankfurt en route to Chicago O'Hare Airport
 Arrive O'Hare Airport
 Arrive residence

MAXIMUM RATES AT TIME OF TRAVEL

New York, NY: Per Diem \$147 (M&IE rate \$34, Maximum Lodging Amount \$113)

London, UK: Per Diem \$171 (M&IE rate \$80, Maximum Lodging Amount \$91)

Frankfurt, GE: AEA authorized for meals and lodging not to exceed \$239 (\$159 x 150%)

REIMBURSEMENT			
8/5	¾ of \$34 (M&IE) plus \$82 (Lodging Cost) (par. C4553-D)		\$107.50
8/6	\$34 (M&IE) plus \$82 (Lodging Cost)		116.00
8/7	\$80 (M&IE) plus \$75 (Lodging Cost)		155.00
8/8	\$80 (M&IE) plus \$75 (Lodging Cost)		155.00
8/9	\$80 (M&IE) plus \$75 (Lodging Cost)		\$155.00
8/10	Actual Expense		
London	Breakfast	\$ 12.00	
Frankfurt	Lunch	16.00	
Frankfurt	Dinner	25.00	
Frankfurt	Lodging	<u>130.00</u>	
	Total	\$183.00	\$183.00
8/11	Actual Expense		
Frankfurt	Breakfast	\$ 10.00	
Frankfurt	Lunch	18.00	
Frankfurt	Dinner	28.00	
Frankfurt	Lodging	<u>\$130.00</u>	
	Total	\$186.00	\$186.00
8/12	Actual Expense		
Frankfurt	Breakfast	\$ 10.00	<u>\$10.00</u>
	Total Reimbursement		\$1067.50

PART N: POC USE FOR TDY TRAVEL**C4650 MILEAGE ALLOWANCES FOR POC USE**

Employees or others engaged in official business for the Government may be authorized mileage for POC travel. Mileage may be authorized only for the POC operator.

***C4651 POC USE FACTORS**

A. Official Mileage Rates for Local and TDY Travel. Only the mileage rates for local and TDY travel prescribed in par. C2500, and private automobile rates affected by pars. C4651-B, C4651-C and C4651-D may be prescribed in orders.

B. POC Use Advantageous to the Government. POC mileage rates are in par. C2500 for POC travel that is advantageous to the Government.

C. POC Use Not Advantageous to the Government

1. When TDY travel by POC is not advantageous to the Government, mileage reimbursement is subject to the limitation in par. C2152. See par. C4651-D for exceptions.

2. When privately owned automobile use is authorized/approved as a matter of personal preference for official (TDY and local) travel (i.e., not advantageous), the mileage reimbursement amount is determined using the official distance (see par. C1065), and the mileage rate for 'POC Use Instead of a Gov't-furnished vehicle' in par. C2500.

D. Privately Owned Automobile in Lieu of Government-Furnished Automobile

1. Advantageous to the Government

a. GSA prescribes the mileage rate for authorized use of a privately owned automobile when use of a Government-furnished automobile would be advantageous to the Government (see par. C2500 for current rates).

b. Exceptions to this GSA-prescribed rate may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the cost of providing a Government-furnished automobile would be higher than the GSA-prescribed rate. In such instances, the DoD component may allow reimbursement at a higher rate (but not higher than the stated rate in par. C2500) for advantageous use that most nearly equals the cost of providing a Government-furnished automobile in those circumstances.

c. In addition to mileage reimbursement for the official distance, the employee may be reimbursed for expenses authorized under par. C4654 that would have been incurred if a Government-furnished vehicle had been used.

2. Not Advantageous to the Government. When a Government-furnished vehicle is available but an employee asks to use a privately owned automobile for TDY travel under the provisions of par. C2158-C, mileage reimbursement is at the rate listed in par. C2500 for POC Use Not Advantageous to the Government. This rate applies if the employee:

a. is committed to using a Government-furnished automobile in accordance with par. C2158-C, but occasionally uses a POC; or

b. asks to use a POC, but the DoD component has a Government-furnished automobile available. In this situation, the employee should not be authorized POC use.

3. Reimbursement When Transportation in a Government-Furnished Automobile as Passenger/Driver Is Available

a. *When an employee is authorized transportation in a Government-furnished automobile as a passenger, or as a driver with one or more other employees, but uses a POC instead, the employee is not entitled to any reimbursement if the Government-furnished automobile made the trip without the employee (21 Comp. Gen. 116 (1941)).*

b. If the Government-furnished automobile did not make the trip, the employee is entitled to reimbursement under par. C2158-A.

C4652 PARKING FEES

A. General. Reimbursement is authorized/approved for official transportation-related parking fees when using a privately owned automobile or a Government-furnished automobile.

B. Privately Owned Automobiles

1. When use of a privately owned automobile is advantageous to the Government, parking costs are reimbursed unless prohibited by the travel order.

2. When official travel is by verbal order, parking fees are reimbursable when the travel-approving/directing official approves the claim.

3. Reimbursement is allowed only for parking fees related to official business.

4. Parking fees are not allowed for PDT.

C. Government-Furnished Automobile. Parking fees incurred while driving a Government-furnished automobile on official business are reimbursable (i.e., private facility, street parking, meter parking, etc.)

C4654 OTHER ALLOWABLE COSTS

In addition to a mileage allowance, the following costs are allowable when incurred on official business:

1. ferry fares, bridge, road and tunnel tolls;

2. automobile parking fees; (related to the performance of official business only (except those incident to PDT)); and

3. aircraft landing, parking, and tie-down fees.

C4656 EMPLOYEES TRAVELING TOGETHER

1. POC mileage reimbursement is paid only to the employee incurring the operating expenses.

2. No deduction is made from the mileage payable to the entitled employee because other passengers (Government or non-Government employees) travel with the employee and contribute to paying operating expenses.

C4657 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round-trip to drop-off or pick-up an employee at a transportation terminal, the employee paying POC operating expenses is paid mileage for the round-trip distance and reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal

1. When a POC is used for one-way travel from a residence or PDS to a transportation terminal and then from the transportation terminal to a residence or PDS when the TDY is completed, the employee incurring the POC operating expenses is paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.
2. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Employee Departs From PDS on TDY. There are occurrences when a POC is driven from an employee's residence to the PDS on the day the employee departs from the PDS on TDY (requiring at least one night's lodging) and from the PDS to the residence on the day the employee returns. The employee who pays the POC operating expenses is paid mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

D. Two or More Employees Travel in the Same POC

1. When an employee transports other travelers to or from the same transportation terminal, mileage is authorized for the additional distance involved.
2. Only one traveler is paid mileage for a trip.
3. Terminal parking fees may be reimbursed (to the employee who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.

***C4658 NOT USED**

C4659 PER DIEM FOR POC TRAVEL

A. POC Use Advantageous to the Government. When POC use is advantageous to the Government, per diem is computed under par. C4300-A in the same manner as for travel by POC on PDT.

B. POC Use Not Advantageous to the Government

1. When POC use is not advantageous to the Government, per diem reimbursement is limited under par. C4661-B except for travel when a POC is used instead of a Government-furnished automobile (see par. C2158).
2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C4661.

C4660 TRAVEL TIME

When travel is by POC, travel time is allowed for the necessary travel time when POC use is advantageous to the Government (see par. C4659-A). Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2158).

C4661 COMPUTING REIMBURSEMENT FOR POC TRAVEL

A. Advantageous to the Government. When POC travel is advantageous to the Government, reimbursement for the official distance is computed at the authorized mileage rate, and per diem is computed for the travel time under par. C4659 (see par. C4654 for other allowable costs).

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses. Repairs to POCs used for official travel may be allowed separately but claims must be submitted using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).

B. Not Advantageous to the Government**1. Limitation**

- a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the mileage rate in par. C4651 plus per diem.
- b. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
- c. This paragraph does not apply to travel performed under par. C2158 (B-183480, September 4, 1975).

2. Mileage and Per Diem Computation

- a. Mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in subpar. a.
- c. The per diem rate authorized in the travel order is used for computing per diem.

3. Computation of Constructed Transportation Cost and Per Diem

- a. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair air fare; see par. C2152) between authorized points.
- b. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.
- c. Taxi fares and excess baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
 - (1) the traveler claiming mileage, and
 - (2) persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

4. Comparison

- a. Computed POC mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. See par. C2152 for determining common carrier constructed cost.

5. Passengers

- a. Passengers, accompanying the employee claiming mileage, are not entitled to mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

***NOTE:** The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.

EXAMPLE

1. An employee is authorized TDY in Jacksonville, FL, from a PDS in Boston, MA.
2. The employee elects to travel by privately owned automobile (not advantageous to the Government). Maximum per diem rate (MPDR) for Jacksonville, FL, at the time of the TDY assignment was \$99; M&IE rate was \$34 and the maximum lodging amount (MLA) \$65. Actual lodging cost at Jacksonville, FL, was \$40.

Total Constructed Travel Cost by Common Carrier (including per diem on days of travel to and from Jacksonville, FL)		
1 round-trip air coach ticket (incl. federal tax paid by Government)	\$163.27	
Total taxicab expense at origin and destination point	9.00	
Day of travel to Jacksonville, FL. 75% of M&IE rate for Jacksonville, FL, plus lodging cost. \$25.50 (75% X \$34) plus \$40 lodging cost.	65.50	
Day of Return to Boston, MA. 75% of M&IE rate for Jacksonville, FL. \$25.50 (75% X \$34).	<u>25.50</u>	
Total Constructed Cost	\$263.27	\$263.27

Total Cost of Actual Travel by Automobile		
Mileage & Tolls. 2325 Miles @ \$0.345 per mile (round-trip)	\$802.13	
Tolls	<u>12.00</u>	
Total Transportation Cost	\$814.13	\$814.13
<u>Per Diem For Travel to Jacksonville, FL</u>		
Day of Departure (1st Day). 75% of M&IE rate for lodging location on 1st day plus lodging cost. \$22.50 (75% X \$30) plus \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$57.50	
Second Day. M&IE rate for lodging location on 2 nd day plus lodging cost. \$30 plus \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	69.00	
Third Day (Day of arrival at Jacksonville, FL). M&IE rate for Jacksonville plus lodging cost. \$30 + 40 lodging cost. Total NTE the maximum per diem rate for Jacksonville, FL \$99.	<u>70.00</u>	
Per Diem Cost for travel to Jacksonville, FL	\$196.50	\$196.50

Per Diem for Travel from Jacksonville, FL, to Boston		
Day of Departure from Jacksonville, FL (1st Day). M&IE rate for lodging location on 1st day plus lodging cost. \$30 + \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$69.00	
Second Day. M&IE rate for lodging location on 2nd day plus lodging cost. \$30 + \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	65.00	
Third Day (Day of return to PDS). 75% of M&IE (Same as rate for en route stopover point on 2nd day. \$22.50 (75% X \$30)	<u>22.50</u>	
Per Diem Cost for travel from Jacksonville, FL to Boston	\$156.50	\$156.50
Total Cost of Actual Travel by Automobile		\$1167.30

3. Since the cost for actual travel performed (i.e., mileage and per diem) exceeds the total constructed cost, the total allowable is limited to the total constructed cost of the common carrier transportation, including constructed per diem.

4. In this example, the total amount due for travel is \$263.27, plus the per diem payable for the TDY period at Jacksonville, FL.

5. The 12-hour prohibition does not affect the time en route because the combined per diem for travel and TDY assignment exceeds 12 hours.

C. Mixed Modes

1. Advantageous to the Government

a. If an employee is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the employee is entitled to:

- (1) the authorized mileage rate for the distance traveled by POC,
- (2) the cost of transportation purchased through a CTO, *and*
- (3) per diem for actual travel.

The total amount may not exceed the mileage plus per diem for the ordered travel.

b. The authorizing/order-issuing official may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the ordered travel) when justified in unusual circumstances.

2. Not Advantageous to the Government. If the employee is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the employee is entitled to:

- a. the authorized mileage rate for the distance traveled by POC,
- b. the cost of transportation purchased through a CTO, *and*

- c. per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem (see subpar. B3) for the ordered travel.

***C4662 RETURN TO PDS DURING TDY PERIOD**

A. General

1. The authorizing/order-issuing official must have it stated in the travel order if an employee is:
 - a. required to return to the PDS on non-workdays at Government expense, or
 - b. authorized to return to the PDS at Government expense during extended TDY.
2. Specific authorization is not required in the travel order to allow an employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

B. Return to PDS Directed during Non-workdays. When the TDY assignment does not require an employee to remain at the TDY site on non-workdays (including holidays), the authorizing/order-issuing official may require an employee to return to the PDS for non-workdays, as long as:

1. the expense for round-trip transportation and per diem allowance or AEA en route is less than the per diem allowance or AEA that would have been paid if the employee remained at the TDY point,
2. availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and
3. the travel order states the employee must return to the PDS.

C. Voluntary Return to PDS

1. When a TDY employee voluntarily returns on:
 - a. non-workdays, or
 - b. workdays after the close of business

to the:

- c. PDS, or
- d. place of abode from which the employee commutes daily to the PDS,

the maximum reimbursement allowable for the round-trip transportation (by any mode) and per diem, or AEA en route, is the per diem or AEA and travel expenses allowed had the employee remained at the TDY location.

2. The employee must perform voluntary return travel during non-duty hours or during periods of authorized leave.
3. The following examples show per diem and AEA computations involving voluntary return to the PDS:

****NOTE:*** *The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.*

EXAMPLE 1

Lodging-Plus Per Diem Computation		
Wed	10/20	Depart PDS
Wed	10/20	Arrive TDY
Fri	10/22	Depart TDY
Fri	10/22	Arrive PDS
Sun	10/24	Depart PDS
Sun	10/24	Arrive TDY
Wed	10/27	Depart TDY
Wed	10/27	Arrive PDS

1. Employee's daily TDY lodging cost was \$45, which, when added to the applicable meal and incidental expense rate of \$30 equals \$75 (does not exceed the \$85 per diem for the TDY location).
2. Applying the \$75 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be entitled to a total per diem of \$225 for Friday, Saturday and Sunday.
3. For voluntary return to the PDS, the employee is entitled to:
 - a. per diem for the travel day to the PDS (75% of the M&IE rate),
 - b. the transportation cost (mileage or common carrier) from the TDY location to the PDS and return, and
 - c. per diem for the travel day to the TDY location (75% of the M&IE rate plus the cost of lodging)

not to exceed \$225, the per diem entitlement had the employee remained at the TDY location on Friday, Saturday and Sunday.

Per diem for day of return to the PDS on Friday 75% of \$30	\$ 22.50
Cost of round-trip transportation	\$140.00
Per diem for day of travel to TDY location (75% of \$30) + \$45	\$ 67.50
Total	\$230.00

4. If the employee driving the POC traveled alone, the maximum reimbursement, based on the amount of per diem that employee would have received if the employee stayed at the TDY location, was \$225.
5. Since per diem and the cost of transportation (\$230.00) for travel to the PDS and return exceeds the per diem (\$225) the employee would have been entitled to if the employee remained at the TDY location, the employee is reimbursed \$225.
6. Using the same example, in a situation where an employee accompanies another employee who is driving a privately owned automobile, and assuming the same conditions apply, the employee driving the POC may be paid the round-trip mileage and per diem in the amount of \$230.00. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying passenger employee if the employee remained at the TDY location. **NOTE: The passenger is not entitled to mileage. See par. C4661-B5.**
7. If each employee's per diem is taken into account, the maximum per diem payable would be \$450.
8. If the round-trip travel cost for the two employees is \$140 (for example) the complete cost of travel (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to \$320) is payable. There also is a \$130 savings to the Government.

EXAMPLE 2

1. An employee is assigned to a TDY location. The travel order does not require the employee's return to headquarters daily. The employee voluntarily travels to place of abode each workday. Government quarters are not available. No lodging costs are incurred at the TDY location. The one-way distance between the PDS and TDY location is 75 miles. The employee travels by POC.
2. If the employee remained at the TDY location, the employee would have incurred lodging costs of \$40 per day and would have been entitled to a per diem of \$70 (\$30 + \$40), which is within the maximum rate of \$85 for the TDY location.
3. The \$70 is used as the maximum constructed amount that can be reimbursed for the round-trip travel between the TDY location and the PDS. To determine the amount of per diem payable, a cost comparison may be made as follows:

ITINERARY			
Mon	10/15	depart PDS	0600
Mon	10/15	return PDS	1830
Tues	10/16	depart PDS	0600
Tues	10/16	return PDS	1830
Wed	10/17	depart PDS	0600
Wed	10/17	return PDS	1830
Thur	10/18	depart PDS	0600
Thur	10/18	return PDS	1830

PER DIEM AND MILEAGE FOR ACTUAL TRAVEL PERFORMED			
Mon	10/15	75% of \$30 (M&IE Rate) (par. C4553-D)	\$ 22.50
Tue	10/16	75% of \$30 (M&IE Rate)	22.50
Wed	10/17	75% of \$30 (M&IE Rate)	22.50
Thur	10/18	75% of \$30 (M&IE Rate)	22.50
Four round trips of 150 miles each @ \$0.345per mile			<u>\$207.00</u>
Total Per Diem & Mileage for Actual Travel			\$297.00

CONSTRUCTED COST TO THE GOVERNMENT			
Mon	10/15	75% of \$30 (M&IE Rate) plus \$40 (Lodging cost)	\$ 62.50
Tue	10/16	\$30 (M&IE Rate) plus \$40 (Lodging cost)	70.00
Wed	10/17	\$30 (M&IE Rate) plus \$40 (Lodging cost)	70.00
Thur	10/18	75% of \$30 (M&IE Rate)	22.50
One round trip of 150 miles @ \$0.345 per mile			<u>\$ 51.75</u>
Total Constructed Cost			\$276.75

The employee is entitled to \$276.75 since it is the lesser amount.

EXAMPLE 3

AEA Comparison		
Sun	10/7	Arrive TDY AEA Authorized NTE \$90
Fri	10/12	Depart TDY (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY (same TDY location)
Fri	10/19	Depart TDY (TDY completed)
Fri	10/19	Arrive PDS

1. The maximum AEA payable at the employee's TDY location is \$90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the employee remained at the TDY location.
2. If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the employee would have received by staying at the TDY location, reimbursement is limited to \$276.75, i.e., what the employee would have been paid for remaining at the TDY location.
3. If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.

D. Return to PDS during Extended TDY1. General

- a. For this paragraph, "extended TDY" means directed travel of 3 or more weeks.
- b. An employee on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, on weekends or other non-workdays.
- c. 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 employee remained at the TDY location.*

2. Cost Analysis

- a. Prior to authorizing return travel, the authorizing/order-issuing official must determine that the savings (i.e., increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.
- b. The TDY assignment length and purpose and the return travel distance must be considered.
- c. An analysis must be conducted at least every other year.

3. Authorized Return

- a. Authorized return travel is intended for an employee whose employment requires frequent extended TDY assignments away from the PDS.

b. An employee on extended TDY (as defined in subpar. 1) may be authorized to return to the PDS (or place of abode from which the employee commutes daily to the PDS) as frequently as every other weekend provided the return is:

(1) justified by the cost analysis required in subpar. 2, and

(2) the authorizing/order-issuing official determines the round-trip travel and transportation cost does not exceed the cost of remaining at the TDY location.

c. If the employee travels to a location (other than the PDS or place of abode from which the employee commutes daily to the PDS) *for personal reasons*, the employee is entitled only to the per diem and any travel expenses that would have been allowable had the employee remained at the TDY location (B-200856, August 3, 1981; and B-214886, July 3, 1984).

d. A statement that return travel is authorized must be included in the travel order, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during periods of authorized leave.

e. In the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling of travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

This authority is independent of the training authority included in par. C4500 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;
2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DoD business;
3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the employee's official performance; and
4. similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in subpars. 2 through 4.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to the provisions of governing regulations of the separate departments consistent with the regulations in Part Q (Acceptance of Payment from a Non-Federal Source for Travel Expenses).
3. Purpose. Employees may attend conferences at Government expense to:
 - a. further the programs of their DoD components;
 - b. present scientific and technical papers which further the development of the U.S. resources; and
 - c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

*E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. C4554-B). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://www.dtic.mil/perdiem/> is paid.
2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:
 - a. does not involve travel,
 - b. does not involve per diem, and

c. for which a travel order is not issued,

the registration fee may be reimbursed.

3. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense. Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

C6602 TRANSPORTATION

A. Types. Health care transportation must be in accordance with Chapter 2, except as otherwise provided in this Part. AMC resources should be used when, in the judgment of the order-issuing official after consultation with an appropriate health care provider, it is suitable under the circumstances and reasonably available. The order-issuing official, after consultation with a professional certifying physician, may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider if necessary under the circumstances.

B. Limitation. An eligible individual is entitled to health care transportation from the PDS outside the U.S. to the designated point and return to the PDS.

1. Travel to Other Locations. The order-issuing authority may authorize/approve health care transportation to a location other than the designated point, if the patient elects and the employee executes an excess cost agreement (par. C6601-D).

2. Obstetrical Patients. Instead of travel to the designated point, an obstetrical patient may elect to return to the U.S. In such cases, transportation at Government expense is authorized to the nearest CONUS port of entry. If an obstetrical patient elects to travel to an OCONUS location that is not the designated point, subpar. 1 applies.

3. Dental Patients. A patient is entitled to health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C6603 PER DIEM

*A. General. Patients and attendants authorized transportation for health care travel also are authorized per diem under Chapter 4, Part L subject to the limitations in subpars. B, C and D below, or the JFTR, if applicable. See par. C4555-B3 regarding per diem when lodging with friends or relatives.

B. Patients

1. Maximum Number of Days. Subject to the following subparagraphs, the authorizing/order-issuing official may authorize/approve per diem for up to, but in no case for more than, 180 consecutive days including:

- a. travel to and from the designated point or elective destination,
- b. necessary delays before treatment and while awaiting return travel, and
- c. necessary outpatient treatment periods.

2. Elective Destinations. If a patient elects travel to a destination other than the designated point, per diem may be authorized/approved for periods of travel to and from the elective destination, but for no longer than the constructive travel time to and from the designated point.

3. Hospital Stays. Per diem shall not be authorized/approved for patients during periods of hospitalization.

4. Dental Care. Unless the order-issuing official specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods described in subpars. 1b and 1c for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

Extraordinary circumstances are limited to those situations when because of the severity of the dental condition, more time is required to complete emergency dental care.

5. Obstetric Care. A patient traveling for obstetric care ordinarily leaves the PDS about 6 weeks before the expected delivery date and returns 6 weeks thereafter. The order-issuing official may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

6. Newborns. Newborn infants are entitled to per diem under the same circumstances and conditions as their mothers, except at one-half the applicable locality rate.

C. Attendants. In addition to per diem for periods of travel, attendants are authorized up to 3 days' per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. The order-issuing official may authorize/approve longer periods of per diem only for non-health care professional attendants who are family members of:

1. adult patients, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or
2. minor patients, if the attendant's presence is required to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

D. Per Diem Rates. The applicable locality per diem rate applies. If the patient elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C6604 BAGGAGE

The order-issuing official may authorize/approve the shipment of excess baggage for health care travel if necessary because of climatic factors, health care necessity, or other adequate reasons (See par. C2302).

C6605 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH HEALTH CARE TRAVEL

An employee may be eligible for separate maintenance allowance (SMA) if it can be assumed or established that an eligible dependent, while undergoing treatment away from the PDS, may be delayed for at least 90 consecutive calendar days (30 days when an eligible dependent in the U.S. is detained for medical clearance under section 262.3a, Department of State Standardized Regulations). SMA must not be paid on behalf of a dependent for any period during which that dependent is hospitalized at Government expense, or for the same period as per diem is paid.

CHAPTER 8

HHG TRANSPORTATION

PART A: GENERAL

C8000 ELIGIBILITY

1. An employee or appointee, who is authorized a move at Government expense under Chapter 4, is entitled to HHG transportation.
2. NTS of HHG may be authorized incident to HHG transportation.
3. HHG transportation may be authorized for a PCS before the travel order is issued, but the travel order subsequently must contain HHG transportation authority or the costs are the employee's responsibility.

C8005 PROCEDURAL REQUIREMENTS

The employee, with assistance as required from the activity from which the employee is departing, must make the necessary arrangements through the local transportation officer for HHG shipment.

C8010 HHG SHIPMENT EXPENSES

A. Government Paid Expenses. The following expenses are allowed NTE the cost associated with the authorized weight limit:

1. packing, crating, uncrating, and transportation;
2. drayage to or from the common carrier's storage site (except for door-to-door common carrier rates); and
3. storage in transit (SIT) NTE 60/90 days, as applicable.

B. Employee Paid Expenses. The following expenses are *the employee's financial responsibility*:

1. excess weight charges,
- *2. transportation other than between authorized locations,
3. transportation of articles not allowed,
4. the cost of HHG insurance higher than the valuation allowance under the carrier's tariffs or warehousemen's liability, and
5. special services requested by the employee.

C8015 HHG SHIPMENT ORIGIN OR DESTINATION

HHG transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the effective date of the employee's PCS or TDY orders that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. the shipment originates at the employee's last PDS, actual residence or another point;
2. part of the shipment originates at the last PDS and the remainder at one or more other points;

3. the destination is the new PDS or another point; or
4. the destination for part of the HHG is the new PDS and the remainder is shipped to one or more other points.

NOTE: *The total amount paid by the Government shall not exceed the cost of transporting the property in one lot by the method selected under Part C, section 1 of this chapter, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS.*

C8020 UNACCOMPANIED BAGGAGE

A. General

1. Unaccompanied baggage weight is part of the total authorized HHG weight allowance.
2. Unaccompanied baggage is defined in Appendix A.
3. Express and freight shipments made by the Government must be made under Government transportation policy and procedures.

B. Weight Allowance. Except as in subpar. D, the unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent 12 years of age and older, and 175 pounds net weight for each child under 12 years of age (see par. C8105).

C. Transportation. Except as in subpar. D, unaccompanied baggage must be shipped under Government transportation policy and procedures. The employee or employee's agent should contact the transportation officer as soon as possible before travel begins to make arrangements for unaccompanied baggage transportation.

D. Air Transportation (Expedited Mode) To, From, or Between OCONUS PDSs

1. General

- a. The total amount of unaccompanied baggage transported by air may not exceed 1,000 pounds net weight.
- b. Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.
- c. Unaccompanied baggage may be transported by air from the old PDS to the appropriate port of embarkation to arrive before the departure time of the transportation used for the employee or dependent travel.

2. Conditions. Unaccompanied baggage may be transported by air when:

- a. shipment by the lowest overall cost mode cannot provide the required service,
- b. the employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, and
- c. the authorizing/order-issuing official determines that an expedited shipment is necessary to prevent undue hardship to the employee and/or dependents.

C8025 HHG TRANSPORTATION AND STORAGE DOCUMENTATION

A. Form and Voucher Preparation. See DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: <http://www.dtic.mil/comptroller/fmr/>)

B. Documents

CHAPTER 10
MOBILE HOME TRANSPORTATION

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C10001	Reimbursement for Mobile Home Transportation in Lieu of HHG Shipment <ul style="list-style-type: none">A. RoutingB. Movement of Mobile Home by Commercial TransporterC. Movement Other Than by Commercial TransporterD. Government-Procured TransportationE. Transportation Partly by Commercial Transporter and Partly by Other MeansF. Limitation on Reimbursement

CHAPTER 10**TRANSPORTATION OF MOBILE HOMES****C10000 PRIVATELY OWNED MOBILE HOMES**

A. Eligibility. An employee who is entitled to movement of HHG may, in lieu of such transportation, be authorized transportation of a mobile home for use as a residence. To be eligible for the allowance, the employee shall certify in a manner prescribed by the Service/Defense Agency concerned that the mobile home is for use as a residence for the employee and/or the employee's immediate family at the destination. However, when an employee is not eligible to receive an allowance for movement of a mobile home under this Chapter, authorization may be given for transportation of HHG as provided in Chapter 8 if otherwise proper. Authority for transportation of a mobile home is in addition to that relating to per diem and transportation expenses of the employee and transportation expenses of dependents. Transportation of a mobile home shall not be authorized in connection with temporary duty travel.

B. Geographic Limitations

1. Overland Transportation. Allowances for transportation of mobile homes overland may be made only for the transportation of such homes within the CONUS, within Alaska, and through Canada en route between Alaska and CONUS. Allowances for transportation within the limits prescribed shall be paid even though the transportation involved originates, terminates, or passes through locations not covered, provided the amount of the allowance is computed on the basis of that part of transportation which is within CONUS, within Alaska, or through Canada en route between Alaska and CONUS.

2. Over Water Transportation. Allowances for transportation of mobile homes over water shall be made only for transportation of such homes from a point of origin within CONUS or within Alaska to a destination point either within CONUS or within Alaska.

C. Amount of Allowance. Because of the limitations on allowable charges when a mobile home is moved by a commercial transporter, the employee should ensure when paying the carrier that the bill includes specific itemization of charges. The employee should find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper. The employee should ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage and repair charges that would be borne by the employee.

D. Advance of Funds. For details pertaining to advance of funds for mobile home movements, see Chapter 1.

E. Movement Method. The employee is responsible for making all arrangements for mobile home movement by commercial transporter or other means unless the Government arranges the move.

C10001 REIMBURSEMENT FOR MOBILE HOME TRANSPORTATION IN LIEU OF HHG SHIPMENT

A. Routing. Transportation of mobile homes at Government expense in lieu of shipment of HHG is limited to movements of mobile homes by the usual highway routing between points within CONUS, within Alaska, and through Canada between origin and destination points in CONUS or Alaska.

B. Movement of Mobile Home by Commercial Transporter

1. Allowed Reimbursement. When a mobile home is transported by a commercial transporter, (see subpar. C6 for preparation fees also allowance as transportation costs), reimbursement is allowed for:

- a. the carrier's charges for actual transportation of the mobile home in an amount not exceeding the Interstate Commerce Commission, or similar State regulatory body, tariffs applicable for a mobile home of the size and type, and for the distance transported;
- b. ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a state or municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits;
- c. charges for a pilot (flag) car or escort services, when such services are required by state law.

At the time the employee pays the carrier's bill the employee should ensure the bill itemizes all charges.

2. Reimbursement Not Allowed. When a mobile home is transported by a commercial transporter, reimbursement is not allowed for:

- a. carrier's charges for maintenance and repairs to the mobile home en route, including structural repairs, brake repairs, replacement of tires, and charges incident thereto (an employee should ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage and repair charges);
- b. insurance for valuation of mobile homes above carrier's maximum responsibility (additional transit insurance covering items that are not a part of the mobile home manufacturer's installed equipment or specifications shall be borne by the employee);
- c. storage and charges designated in tariffs as "special service".

C. Movement Other Than by Commercial Transporter

1. Entitlement. When a mobile home is transported by means other than a commercial transporter, such as when it is towed by a POV, an allowance of \$0.11 per mile shall be made for the transportation costs listed in subpar. B1, items a through c. In addition, the Service/Defense Agency concerned shall pay the costs of preparing the mobile home for movement and resettling it at the destination as provided in subpar. D. No allowances other than the \$0.11 per mile shall be made for transportation of the mobile home but payment of the mileage allowance for use of a POV may be made in addition to the \$0.11 allowance. The computation of distances shall be as prescribed in subpars. 2 through 4.

*2. Origin or Destination Point within CONUS or within Alaska. When the origin/destination point of a mobile home that is moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined using par. C1065-A.

3. Point of Origin or Destination Is an Island Within CONUS or Within Alaska. When the point of origin or destination of a mobile home that is moved by other than commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

4. Point of Origin or Destination Not in CONUS or Alaska. When point of origin or destination, or both, of a mobile home that is moved by other than a commercial transporter is other than that contained in subpars. 2 and 3, the allowable distance shall be limited to the distance which the mobile home is transported within or between any points in CONUS, including Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Mileage is computed as provided in subpar. 2.

5. Transportation Over Water. When a boat used as a primary residence is transported over water, an allowance for transportation includes, but not be limited to:

- a. the cost of fuel and oil used for propulsion of the boat;

4. does not complete a tour(s) of duty at an OCONUS PDS at which it was determined to be in the Government's interest for the employee to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii under par. C11002-C, and the employee is returning through transfer for the Government's convenience and not at personal request;
5. at an OCONUS PDS where it was initially determined to be in the Government's interest for the employee to have a POV or, for an employee assigned on Johnston Island whose POV was transported to Hawaii under par. C11002-C, but the employee is transferred to another OCONUS PDS and it is determined not to be in the Government's interest for the employee to have a POV at the new PDS, and the employee requests transportation of a POV back to the U.S.;
6. is stationed at an OCONUS PDS where initially there was no determination that it was in the Government's interest for the employee to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the employee to have a POV there and the employee has signed an agreement as provided in par. C4001;
7. is stationed at an OCONUS PDS where initially it was determined to be in the Government's interest for the employee to have a POV and due to changed circumstances, such determination was rescinded (in such case, the employee may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port serving the actual residence).

C11004 AUTHORITY

A. General. Subject to the eligibility criteria in par. C11002 and conditions in par. C11003, transportation of POVs may be authorized as provided in this Chapter.

B. Transportation Limitation

1. General. Transportation of a POV at Government expense is limited to overwater movement from an appropriate CONUS port to an appropriate port serving the OCONUS PDS and return, or between appropriate ports serving OCONUS PDSs, or, in the case of an employee assigned to permanent duty on Johnston Island who is entitled to shipment of a POV under par. C11002-C, from the appropriate port serving the employee's last PDS to the port serving Hawaii. Shipment may not be authorized at Government expense between CONUS ports for the convenience of the traveler. Transportation at Government expense includes port handling charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation. Instructions concerning the ports from which the vehicle may be shipped are contained in the Service regulations.

2. Alternate Ports

a. Transportation at Government expense is authorized between the port serving the point of origin and the port serving the employee's new PDS. For employees assigned on permanent duty to Johnston Island, transportation at Government expense is to the point authorized in par. C11002-C.

b. A POV may be shipped to an alternate designated port. The transportation cost to the Government shall not exceed the transportation cost between the ports serving the old PDS/new PDS. For employees assigned on permanent duty to Johnston Island, the Government's transportation cost shall not exceed the cost to ship the POV from the point to which shipment was authorized in par. C11002-C.

c. When an employee is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port serving that PDS. For employees assigned on permanent duty to Johnston Island, an employee is authorized to return a POV from the port in Hawaii to which it was transported under par. C11002-C.

d. The employee may drive or transport the POV to a different port serving the destination specified by the employee. The Government's transportation costs shall not exceed the transportation costs from the port serving the employee's old PDS to the port serving the authorized destination (new PDS or actual residence).

An authorized point of origin may be a point in the U.S. when the employee purchases a replacement vehicle from a manufacturer and the vehicle is shipped to an employee.

3. Transfer or Assignment Between OCONUS Duty Stations. If the employee does not have a POV at the OCONUS PDS from which being transferred, one may be transported to the appropriate port of the new PDS at Government expense provided the maximum amount which the Government pays is the cost of transporting the POV from an appropriate port within CONUS, or a port in Hawaii for employees assigned on Johnston Island whose dependents reside in Hawaii. If due to changed circumstances at a duty station, it is determined to no longer be in the Government's interest for the employee to have a POV at the duty station, the employee may ship it at Government expense to another OCONUS PDS to which the employee is transferred if it is determined at the new PDS to be in the Government's interest for the employee to have the use of a POV there. If in this latter case, it is determined that it is not in the Government's interest for the employee to have a POV at the new PDS, the employee may transport the POV at personal expense to the new PDS. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Government expense to the appropriate port serving the actual residence or to an appropriate port serving a CONUS PDS in this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

4. Agreement Not Completed and Employee Transfers or Is Reassigned From OCONUS to CONUS. If the employee, for a reason not acceptable to the DoD component concerned, failed to complete the prescribed tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the Government's convenience, the Government may not pay for transportation of the POV unless the employee completed a tour of duty at a previous OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV. In the latter case, the Government may not pay more than the transportation cost from the PDS where the employee completed the tour of duty.

5. Agreement Not Completed and Employee Returns to CONUS for Separation. If the employee, for a reason not acceptable to the DoD component concerned, failed to complete the tour of duty at the PDS from which the employee is separating, the Government may not pay the cost of transporting the POV unless the employee completed a tour of duty at a previous OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV. In this case, the Government may not pay more than the cost of transporting the POV from the port serving the PDS where the employee completed the tour of duty. If the POV is transported to a location other than the actual residence, the Government may not pay more than the transportation cost to the appropriate port serving the actual residence.

6. Employee Being Separated Following Completion of the Agreed Minimum Period of Service or For Reasons Acceptable to the Government. An employee, who's being separated either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized to transport a POV from the OCONUS PDS to which it was transported at Government expense to the port serving the employee's actual residence established at the time of appointment or transfer to the PDS. Transportation for the employee's POV may be authorized to an alternate destination anywhere in the world but such transportation cost may not exceed the transportation cost from the OCONUS port serving the employee's PDS to the port serving the employee's actual residence. Any excess costs must be borne by the employee (65 Comp. Gen. 468 (1986)).

*C. Transportation to Ports. The Government must not arrange transportation for an employee's POV from the old PDS, or actual residence at the time of employment, to the vehicle port facility/VPC serving the old PDS or actual residence. *When an employee, or the employee's designated representative, makes a separate trip to a port facility/VPC to deliver a POV, per diem is not allowable.* Reimbursement is authorized for one-way travel for the official distance traveled to the port facility/VPC at the applicable TDY mileage rate prescribed (see par. C2500), and the actual cost incurred for one-way return transportation. The total of the one-way mileage and one-way

transportation costs paid by the Government may not exceed the cost of transporting the POV from the employee's old PDS, or actual residence at the time of appointment, to the port/VPC involved. If an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to the vehicle port facility/VPC, reimbursement is authorized. Reimbursement is limited to the actual cost of having the vehicle driven or transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the round trip official distance between the employee's old PDS, or actual residence at the time of appointment, and the port facility/VPC (B-197255, February 10, 1981). However, if an employee delivers the POV to a port facility/VPC incident to performing PCS travel by POC, other than renewal agreement travel, mileage at the applicable PCS mileage rate prescribed in par. C2505 is authorized from the employee's old PDS, or actual residence at the time of appointment, to the vehicle port facility/VPC or POE, if the employee travels there to drop off dependents. In connection with such PCS travel by POC, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee, or the employee and dependents, from the vehicle port facility where the employee delivers the POV, to the port of embarkation; or
2. mileage from the port of embarkation, where the employee drops off dependents, to the vehicle port facility where the employee delivers the POV, and return transportation for the employee to the port of embarkation.

***D. Transportation From Ports.** An employee is not authorized to have the Government arrange transportation for the POV from a vehicle port facility to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS. When an employee, or the employee's designated representative, makes a separate trip to a port to reclaim the POV, per diem is not allowable but the one-way transportation cost actually incurred for travel to the port and one-way return mileage at the applicable rate are authorized. The total of the one-way transportation costs and one-way mileage paid by the Government may not exceed the cost of transporting the POV from the port involved to the employee's new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS. In the event an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, from the vehicle port facility, reimbursement for the actual cost of having the POV driven or transported is on a mileage basis not to exceed an amount determined by multiplying the appropriate rate by the distance between the port facility and the employee's new OCONUS PDS, or (upon return by PCS or for separation) the actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable (B-197255, February 10, 1981). However, if an employee reclaims the POV at a vehicle port facility/VPC incident to performing PCS travel by POC, other than renewal agreement travel, mileage at the applicable PCS mileage rate prescribed in par. C2505 is authorized from the vehicle port facility or port of debarkation, if the employee returns there to pick up dependents, to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS. In connection with such PCS travel by POV, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee and dependents from the port of debarkation to the vehicle port facility; or
2. the employee's transportation cost from the port of debarkation to the vehicle port facility where the POV is reclaimed and return mileage to the port of debarkation if the employee returns there to pick up dependents.

E. Delays While Awaiting Reopening of Port Facility or Delivery of POV. When PCS travel by POV is authorized as advantageous to the Government, and the employee must pick up the POV at a vehicle port facility to continue PCS travel, payment of per diem is allowable for:

1. the nonworkdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the day of arrival at the port of debarkation and the day or days following the day of arrival are nonworkdays on which the vehicle port facility is closed (B-170850, December 31, 1970);

2. the number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port facility on the day the employee arrives there to reclaim it, and the employee awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority, after considering the particular circumstances involved, certifies that the employee acted reasonably and prudently in delaying onward travel to await the arrival of the POV (B-179493, January 15, 1974)

C11005 TRANSPORTATION OF REPLACEMENT POV

When a POV, transported at Government expense to an OCONUS area or to Hawaii for an employee assigned to Johnston Island, is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the following conditions are met:

A. Emergency Replacement

1. the reasons for the need for a replacement POV are beyond the employee's control (e.g., the POV is stolen, seriously damaged or destroyed, or has deteriorated due to severe climatic conditions), and
2. the reasons are acceptable to the DoD Component concerned.

B. Non-emergency Replacement

1. the employee is stationed continuously at one or more OCONUS duty locations during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983); and
2. it has been determined that it is in the Government's interest that the employee continue to have a POV at the OCONUS duty location.

One emergency replacement POV may be transported at Government expense within any 4-year continuous service period. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C11006 METHOD OF SHIPMENT

A. General. Privately owned motor vehicles may be transported at Government expense by commercial ships if available at reasonable rates and under reasonable conditions or by Government ships on a space-required basis. The transportation officer effecting the shipment determines the transport mode. The procedures for shipment must be in accordance with appropriate Service regulations.

B. Car Ferries. When employees/dependents travel (other than on renewal agreement travel) by POC, the employee is entitled to reimbursement for car ferry fares if:

1. transportation at Government expense for the POV concerned could have been authorized under this Chapter for an equal or greater distance;
2. commercial shipping services are used; and
3. where foreign-registered carriers are used, see par. C2204-B3 regarding mandatory documentation.

Reimbursement for the cost of shipping a POV on ocean-going car ferries may not exceed the cost of such transportation for the size vehicle authorized under par. C11008.

*b. reimbursement on a mileage basis, at the applicable rate prescribed in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator. No reimbursement is allowed for passengers.)

4. Per Diem. Applicable per diem allowances are prescribed in Appendix I, Part II, section 550.405.

D. Safe Haven. In case of evacuation from an OCONUS location, see the definition of safe haven in Appendix I, Part A, par. 610(l); in case of evacuation from a CONUS or non-foreign area, see the definition of safe haven in Appendix I, Part B, par. 550.402(g). If CONUS is named in the evacuation order as the safe haven, evacuees must select the exact safe haven location within CONUS to which they are going to travel at Government expense. When a limited evacuation is authorized/ordered (see subpar. C3), the safe haven is the location of the nearest available accommodations, which may be Government quarters, determined to be suitable by the appropriate authority indicated in subpar. C1 who authorized/ordered the limited evacuation.

E. Emergency Storage of POV Incident to Evacuation from an OCONUS PDS. See par. C11007.

F. POV Shipment. There is no authority to ship a POV in connection with an evacuation. A POV may be shipped at Government expense in accordance with the provisions in Chapter 11 in connection with an employee's PCS to a new PDS or upon return of the employee serving under a transportation agreement to the actual residence following separation from the OCONUS PDS.

G. Temporary Quarters Subsistence Expense. *TQSE (Chapter 13) is not authorized for an evacuation.*

C12001 ADVERSE CONDITIONS

A. Legal Basis. Title 5 U.S.C. §5725 provides authority for transportation at Government expense for employees' dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

B. Responsibility for Determination. An activity or area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting the movement of HHG to such location because of dangerous or adverse living conditions.

C. Transportation to an Alternate Location. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned or transferred, transportation of dependents and HHG may be authorized to an alternate destination point designated by the employee (or by the dependents when it is impracticable to secure the employee's designation). The dependents and HHG may be moved later from the alternate point to the employee's duty station when the restriction is lifted or to an unrestricted duty station to which the employee is subsequently assigned or transferred. Except as otherwise provided in this Volume, transportation of dependents or HHG to an OCONUS PDS is not authorized under this subparagraph unless:

1. at least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS;
2. the employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or
3. the transportation is authorized through the Secretarial Process.

PART B: TQSE(AE)**C13200 PURPOSE**

TQSE(AE) is a *discretionary allowance, not an entitlement*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. The order-issuing/authenticating official, *not the employee*, determines if TQSE(AE) is necessary.

C13205 TQSE(AE) OPTION

A. TQSE(AE) is an actual expense allowance based on:

- *1. the Standard CONUS per diem rate (see par. C4550 or <http://www.dtic.mil/perdiem/pdrform.html>) for temporary quarters occupied in CONUS localities, or
2. the locality per diem rate (<http://www.dtic.mil/perdiemopdrform.html>) for temporary quarters occupied in OCONUS localities.

B. Authorization. The following factors must be considered before authorizing TQSE(AE):

1. TQSE(AE) may only be authorized before temporary quarters are occupied and *may not be approved after the fact* (41 CFR §302-5.7).
2. TQSE(AE) may be authorized only for the time period determined necessary by the order-issuing/authenticating official, *never to exceed a total of 120 days*.
3. TQSE(AE) is for a temporary place of residence.
4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless 5. or 6. applies.
5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:
 - a. remain occupied by the present tenant,
 - b. require repairs/alternations that have not been completed, or
 - c. are under construction.
6. The order-issuing official may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:
 - a. lease duration,
 - b. HHG movement into the quarters,
 - c. quarters type,
 - d. expressions of intent,
 - e. attempts to secure a permanent dwelling, and
 - f. length of time the employee occupied the quarters.

7. Temporary quarters location must be within reasonable proximity of the old and/or new PDS.
8. TQSE(AE) in other locations may be authorized only if the order-issuing/authenticating official is convinced that the circumstances are unique to the individual employee and/or dependents and are reasonably related to the transfer.
9. TQSE(AE) in other locations must be authorized by the order-issuing/authenticating official to ensure adequate review of the circumstances and that TQSE(AE) payment is justified.

C. Eligibility Period

1. Starting Temporary Quarters Occupancy. Temporary quarters occupancy may start as soon as TQSE allowances have been authorized in PCS orders and the employee has signed a transportation agreement. Occupancy of temporary quarters must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

2. Temporary Quarters Occupancy Time Period. The period of temporary quarters occupancy runs concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location.

a. Temporary Quarters Occupancy Interruptions. The period continues to run whether or not the employee and/or dependents occupy temporary quarters except if occupancy is interrupted for:

- (1) travel between the old and new PDS (actual travel time);
- (2) necessary official duties such as an intervening TDY assignment/military duty; or
- (3) non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the order-issuing official.

b. Temporary Quarters Occupancy Resumption. Under the circumstances cited in subpar. a. above:

- (1) the period of absence is excluded from the authorized time for temporary quarters occupancy;
- (2) the employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and
- (3) eligibility continues for the balance of the authorized time, if necessary.

c. Temporary Quarters Occupancy Interrupted by Official Travel

- (1) Exceptions are not made if dependents occupy temporary quarters at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- (2) When temporary quarters occupancy is interrupted by the performance of official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the period of eligibility, which resumes when temporary quarters are occupied.
- (3) When an employee retains temporary quarters while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the order-issuing official determines that the employee acted reasonably in retaining the temporary quarters (69 Comp. Gen. 72 (1989)).

3. Ending Temporary Quarters Occupancy. Temporary quarters occupancy ends when the employee or any dependent occupies permanent quarters or when the authorized period of time expires, whichever occurs first.

6. Initially Authorized a 10-day HHT (Lodgings-Plus Method) and 30 days for TQSE(AE) and then Authorized an additional 30 days TQSE(AE) under par. C13210-B.

Used 10 days for a HHT and occupied temporary quarters for 58 days.

Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first 30-day period of authorized TQSE(AE)).

First 20 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

*a. CONUS. For CONUS, use the Standard CONUS per diem rate (see <http://www.dtic.mil/perdiem/pdrform.html> or par. C4550-E3).

b. OCONUS. For OCONUS, use the locality per diem rate (see <http://www.dtic.mil/perdiem/>).

c. First 30 Days.

(1). Employee/Unaccompanied Spouse. For an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee) the daily rate shall not exceed the maximum per diem rate.*

(2). Spouse Accompanying the Employee. For a spouse who accompanies an employee, the daily rate shall not exceed 75% of the daily maximum per diem rate.*

(3). Dependents 12 Years of Age or Older. For each dependent, other than a spouse, who is 12 years of age or older, the daily rate shall not exceed 75% of the daily maximum per diem rate.*

(4). Dependents Under 12 Years of Age. For each dependent who is under 12 years of age, the daily rate shall not exceed 50% of the daily maximum per diem rate.*

***NOTE: If the temporary quarters are occupied in CONUS, the maximum daily rates for the first 30 days (based on the daily per diem rate of \$85) in subpars. a., b., c., and d. are \$85, \$63.75, \$63.75, and \$42.50, respectively.**

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1). Employee/Unaccompanied Spouse. For an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee), the daily rate shall not exceed 75% of the daily maximum per diem rate.**

(2). Spouse Accompanying the Employee. For a spouse who accompanies the employee, the daily rate shall not exceed 50% of the daily maximum per diem rate.**

(3). Dependents 12 Years of Age or Older. For each dependent, other than a spouse, who is 12 years of age or older, the daily rate shall not exceed 50% of the daily maximum per diem rate.**

(4). Dependents Under 12 Years of Age. For each dependent under 12 years of age, the daily rate shall not exceed 40% of the daily maximum per diem rate.**

****NOTE: If the temporary quarters are in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$85) in subpars. a., b., c., and d. are \$63.75, \$42.50, \$42.50, and \$34 respectively.**

e. 60-120 Days. When the order-issuing authenticating official authorizes a time extension for temporary quarters occupancy beyond the first 60 days (never to exceed an additional 60 days) the additional days

shall be computed at the same rates allowed for the second 30-day period in subpar. d above. *The total period of time for which TQSE(AE) may be paid may never exceed 120 days.*

B. Computation Examples

1. TQSE(AE) Calculation Chart. The per diem rate used in the following chart is for illustrative purposes only. See <http://www.dtic.mil/perdiem/> for current per diem rates.

CONUS Per Diem Rate:	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$85				
Employee or Unaccompanied Spouse	\$85	\$85	$\$85 \times .75$	\$63.75
Accompanied Spouse	$\$85 \times .75$	\$63.75	$\$85 \times .50$	\$42.50
Dependent 12 and older	$\$85 \times .75$	\$63.75	$\$85 \times .50$	\$42.50
Dependents Under 12	$\$85 \times .50$	\$42.50	$\$85 \times .40$	\$34

2. TQSE(AE) Example 1. An employee resides in temporary quarters at a new PDS in Omaha, NE, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable per diem rate of \$85 times 5 days, totals \$425. Since the actual expenses are less than the maximum amount authorized, TQSE(AE) is \$223.30. If the actual subsistence expenses amount to more than the maximum authorized, (e.g., \$440) TQSE(AE) is limited to \$425. In a situation where an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis, an amount per day is apportioned.

3. TQSE(AE) Example 2. The order-issuing authority authorizes not to exceed 60 days of TQSE(AE). An employee's dependents delay occupancy of temporary quarters until 31 days after the employee starts occupancy of temporary quarters. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary quarters at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary quarters. For determining the TQSE(AE) maximum amount, resumption of temporary quarters occupancy at the new PDS is counted as the 4th day. Travel time is excluded.

5. TQSE(AE) Example 4. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary quarters. The employee is en route 5 days and upon arrival at the new PDS occupies temporary quarters. For determining the TQSE(AE) maximum amount, the employee's resumption of temporary quarters occupancy is the 9th day, since dependents continued their occupancy of temporary quarters, and the time must run concurrently for all.

PART C: TQSE(F)

C13300 PURPOSE

TQSE(F) is a *discretionary allowance, not an entitlement*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. The order-issuing/authenticating official, *not the employee*, determines if TQSE(F) is necessary.

C13302 LIMITATIONS

1. The order-issuing/authenticating official, *not the employee*, determines if TQSE(F) is necessary.
2. If the *order-issuing/authenticating official chooses*, TQSE(F) may be offered to the employee.
3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the order-issuing/authenticating official authorizes/approves TQSE.
4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.
5. TQSE(F) may be authorized/approved for the number of days determined necessary, *up to 30 days* (***NOTE: the order-issuing/authenticating official is not required to authorize/approve the full 30 days.***)

C13305 TQSE(F) OPTION

NOTE: TQSE must be authorized before temporary quarters are occupied and may not be approved after the fact (41 CFR §302-5.7).

When TQSE is authorized, the order-issuing/authenticating official may offer employees, on a case-by-case basis, a TQSE(F) amount instead of TQSE(AE). TQSE(F) is a lump-sum payment based on the locality per diem rate *at the new PDS*. TQSE(F) may be authorized for the number of days determined necessary, *up to 30 days*. When deciding whether or not to offer TQSE(F) to an employee, order-issuing/authenticating officials should consider:

1. Ease of Administration. TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F), because receipts and supporting statements are not required.
2. Cost Considerations
 - a. TQSE(AE) may continue for up to 120 consecutive days. TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.
 - *b. TQSE(AE) in CONUS is based on the Standard CONUS per diem rate (see par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current rate). TQSE(AE) in OCONUS locations is based on the PDS location maximum per diem rate. TQSE(F) always is based on the PDS location maximum per diem rate.
3. Employee Choice. TQSE(F) is based on a lower percentage of the locality per diem rate. If the order-issuing official offers an employee the option of TQSE(F), the employee must choose between it and TQSE(AE). The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE). ***Once the employee selects a TQSE method, the selection may not be changed.***

C13310 TIME LIMITATIONS

Under no circumstances may TQSE(F) be paid for more than a total of 30 days.

C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C13320 COMPUTATION

A. HHT. The number of days paid or reimbursed for a HHT are *never* deducted from TQSE(F). See par. C4107 for HHT.

B. Basis for Payment. Payment of TQSE(F) is based on the total number of individuals (employee and dependents) *actually moving* to the new PDS, *not* the number of individuals actually occupying temporary quarters.

Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does *not* move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

C. TQSE(F) Per Diem Rates/Percentages. *The per diem rates used in the following example(s) are for illustrative purposes only. Please check Appendix B (OCONUS) and D (CONUS), for current per diem rates.*

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum locality per diem rate for the *new PDS* locality (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate.*

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate.*

**NOTE: If temporary quarters are used in a locality where the per diem rate is \$100, the maximum daily rates (based on the daily per diem rate of \$100) in subpars. a., b., and c. are \$75, \$25, and \$25, respectively.*

D. TQSE(F) Computation Example. The following is an example of how TQSE(F) payment is calculated.

1. Data Used

a. Number of days authorized for TQSE(F) = 30 days.

b. Locality per diem rate = \$90 (lodging) + \$30 (M&IE) = \$120 total per diem.

c. Employee percentage = .75.

d. Dependent percentage = .25.

e. Number of dependents = 4.

2. Calculation for the Employee

a. multiply the maximum per diem rate (\$120) by .75
 $\$120 \times .75 = \90 .

b. multiply the answer in the previous step (\$90) by the number of days authorized (30) $\$90 \times 30 = \$2,700$.

c. In this example, the employee's TQSE(F) payment is \$2,700.

PART D: SUBMITTING CLAIMS FOR TQSE

For convenience, the suggested formats shown on the following pages may be used for claiming reimbursement, and also to record actual subsistence expenses.

<p>This suggested format is for use in summarizing and claiming daily actual subsistence expenses incurred during occupancy of temporary quarters incident to a transfer.</p>									
<p>CLAIM FOR: Temporary Quarters Subsistence Expense Allowance (TQSE) Submit with Travel Voucher or Subvoucher (DD Form 1351-2)</p>									
<p>Employee Name: _____</p>	<p>Grade: _____</p>								
<p>Date Reported for Duty: _____</p>	<p>Date TQSE Began: _____</p>								
<p>New PDS: _____</p>									
<p>Date Vacated Old Residence: _____ Employee: _____ Dependents: _____</p>	<p>Date Occupied New Residence: _____ Employee: _____ Dependents: _____</p>								
<p style="text-align: center;">Name(s) of Dependent(s) Included in Claim: (Show only eligible members of family included in travel authorization)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. _____</td> <td style="width: 50%;">5. _____</td> </tr> <tr> <td>2. _____</td> <td>6. _____</td> </tr> <tr> <td>3. _____</td> <td>7. _____</td> </tr> <tr> <td>4. _____</td> <td>8. _____</td> </tr> </table>		1. _____	5. _____	2. _____	6. _____	3. _____	7. _____	4. _____	8. _____
1. _____	5. _____								
2. _____	6. _____								
3. _____	7. _____								
4. _____	8. _____								
<p style="text-align: center;">INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. All expenses are to be itemized and only actual expenses claimed. Home meal cost is accumulated and averaged for all meals prepared at home. 2. If claimed expenses are for temporary quarters occupied at different locations by the employee and dependent(s), use separate expense itemization sheets for each location. Payment for temporary quarters occupied at other than the old or new PDS location must be justified to, and approved by, the authorizing/order-issuing official. 3. If other claims are made for temporary quarters expenses in connection with this PCS move, explain. Attach copies of vouchers for paid claims. 4. If a separate claim was made for PCS travel from old to new PDS, explain. Attach copies of vouchers for paid claims. 5. If official TDY was performed during the TQSE reimbursement claim period, explain. Attach copies of vouchers for paid claims. 6. Permanent quarters occupancy occurs when the employee or any dependent occupies the permanent quarters. 7. Receipts are required for quarters expenses and any single expenses of \$75 or more. If applicable, attach copy of lease. 									
<p>Remarks or Explanations:</p> 									
<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Date</p>								

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C8120) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
2. spare parts for a POV (see definition in this Appendix) and a pickup tailgate when removed;
3. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. consumable goods for employee's ordered to locations listed in Appendix F; and
5. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and golf carts).

B. HHG *does not* include:

1. personal baggage when carried free on tickets;
2. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; and farming vehicles (see Chapter 11 for POV shipment);
3. live animals including birds, fish and reptiles;
4. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
5. HHG for resale, disposal or commercial use rather than for use by the employee and dependents;
6. privately owned live ammunition (B-130583, May 8, 1957); and
7. boats.

NOTE: *Federal/local laws or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include:*

1. *property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);*
2. *articles that cannot be taken from the premises without damage to the article or the premises;*
3. *perishable articles (including frozen foods), articles requiring refrigeration, or perishable plants unless:*
 - a. *shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,*
 - b. *no storage is required, and*
 - c. *no preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.*

Items, which are irreplaceable or are of extremely high monetary or sentimental value are not provided special security even though extra-value insurance may be purchased. Employees and their dependents are advised to transport these types of items personally.

HOUSEHOLD GOODS TRANSPORTATION. See TRANSPORTATION, HHG.

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. See *DEPENDENT/IMMEDIATE FAMILY*.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (**NOTE:** *“Retired person” includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.*)

***MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.**

A rate per mile for the authorized use of a privately-owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

***MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

- A. missing;
- B. missing in action;
- C. interned in a foreign country;
- D. captured, beleaguered, or besieged by a hostile force; or
- E. involuntarily detained in a foreign country.

MIXED MODES, TRANSPORTATION. Travel using two or more of the following modes:

- A. Personally-procured transportation,
- B. POC, (including on a PCS, a rental vehicle procured at personal expense),
- C. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately-owned railcar

converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

NON-FOREIGN (OCONUS) AREA. The States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NONTEMPORARY STORAGE (NTS) OF HHG. Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

OCONUS.

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

OFFICIAL STATION. See *PERMANENT DUTY STATION*.

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See *AUTHORIZING/ORDER-ISSUING OFFICIAL*.

OVERSEAS. See *OCONUS*.

PER DIEM ALLOWANCE.

NOTE 1: *Per diem does not include transportation and other miscellaneous travel expenses.*

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE 2 below*) and service charges where applicable for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE 2 below)*. (***NOTE:*** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.*)

NOTE 2: *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips (***NOTE:*** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*)

3. Incidental Expenses. Incidental expenses include:
- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.);
 - b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site (***NOTE: If, in the opinion of the authorizing/order-issuing official, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.***);
 - c. Laundry, dry-cleaning, and/or pressing of clothing (***except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below***);
 - d. Telegrams and telephone calls necessary to reserve lodging accommodations;
 - e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
 - f. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and
 - g. Taxes and service charges on any of the expenses in items 2 through 3f.

NOTE 3: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

PER DIEM, REDUCED. See **REDUCED PER DIEM**.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION**. The location of the employee's or invitational traveler's permanent work assignment. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to entitlement under these regulations relating to the residence and the HHG and personal effects of an employee, PDS also means the residence or other quarters from which the employee regularly commutes to and from work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the dependents of the employee reside or will reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel approving official. For purposes other than PCS travel allowances, a PDS is defined as the designated post of duty or official station, the limits of which are the corporate limits of the city or town in which the employee is stationed. If not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the PDS is located. The geographic limits of the PDS are:

A. For employees:

1. the corporate limits of the city or town in which stationed or if not in an incorporated city or town;

PROPORTIONAL MEAL RATE: The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://www.dtic.mil/perdiem/>), rounded to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL. See **PERMANENT DUTY TRAVEL.** Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, *between overseas tours of duty*. See Chapter 4, Part D, for eligibility and limitations.

RESERVE COMPONENT.

- A. The Army National Guard of the United States;
- B. the Army Reserve;
- C. the Naval Reserve;
- D. the Marine Corps Reserve;
- E. the Air National Guard of the United States;
- F. the Air Force Reserve;
- G. the Coast Guard Reserve; and
- H. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the:

- A. Secretary of a Military Department,
- B. Directors of Defense Components,
- C. Deputy Assistant Secretary of Defense (Administration) for:
 - 1. Office of the Secretary of Defense,
 - 2. Washington Headquarters Services,
 - 3. Organization of the Joint Chiefs of Staff,
 - 4. Uniformed Services University of the Health Sciences, and U.S. Court of Military Appeals, or
- D. Designated representative for any of the above.

SECRETARY CONCERNED.

- A. the Secretary of the Army, with respect to matters concerning the Army;
- B. the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy;

- C. the Secretary of the Air Force, with respect to matters concerning the Air Force;
- D. the Secretary of Transportation, with respect to matters concerning the Coast Guard when it is not operating as a service in the Navy;
- E. the Secretary of Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. the Secretary of Health and Human Services, with respect to matters concerning the Public Health Service.

SEPARATE DEPARTMENT. *See DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.*

SEPARATION TRAVEL. *See PERMANENT DUTY TRAVEL.*

SERVICES. *See UNIFORMED SERVICES.*

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. (*Also see EMPLOYEE, DISABLED.*) Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

***STANDARD CONUS PER DIEM RATE.**

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

SUBSISTENCE EXPENSES. *See PER DIEM ALLOWANCE.*

TEACHER. A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 U.S.C. §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under orders providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance
TQSE	Temporary Quarters Subsistence Expenses
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses
UN	United Nations
U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
*VPC	Vehicle Processing Center
WAE	When Actually Employed
WTA	Withholding Tax Allowance

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

*[*http://www.dtic.mil/perdiem/opdrform.html](http://www.dtic.mil/perdiem/opdrform.html)*

APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

*[*http://www.dtic.mil/perdiem/pdrform.html](http://www.dtic.mil/perdiem/pdrform.html)*

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

The sample format below may be used as a guide (for all Services) to prepare an ITO. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL ORDER

Name _____ TRAVEL ORDER NUMBER _____

Address _____

DATE APPROVED _____

You are invited to proceed from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

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

- The order-issuing agent has arranged Transportation.
- Transportation tickets are included with this order.
- Transportation tickets shall be provided at a later date

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of **\$0.345** cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

* You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

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

You shall 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 shall 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 (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M 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 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 CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.)

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: _____

The travel authorized herein has been determined to be in the public interest, and is chargeable to: _____

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART III: CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. POLICY

1. GSA airlift contracted through the Contract City Pair Program shall be used. **EXCEPTION TO THE USE OF CONTRACT CARRIERS:** One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

Effective 9 June 00

a. Space or scheduled flights are not available in time to accomplish the purpose of travel (to include space for pets when associated with permanent duty travel e.g., PCS - USCINCTRANS SCOTT AFB IL//TCJ4-LT// 091304Z JUN 00), or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.

b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.

*c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or through a centrally billed account.***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and:

(1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and

(2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. SCHEDULED AIR CARRIERS

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when Air Mobility Command (AMC) Category B/Patriot Express is not available or does not meet the mission requirement.

2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City Pair fares) when purchasing commercial airline tickets.

NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

*T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR, par. U2600 and JTR, par. C2505. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR/JTR, Appendices B and D; or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), and Government and commercial lodging through the CTO or in-house travel arranger. Government transportation is arranged through the transportation office (TO), unless the CTO provides this service. The CTO provides round-the-clock service by a toll free telephone number, and estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers should only make their own arrangements in unusual circumstances where they cannot communicate with their CTO in time to accomplish the mission. In this situation, travelers should deal directly with transportation companies, hotels, and rental vehicle companies, asking for the Government discount. *If the traveler uses a travel agency that is not under Government contract, reimbursement is not authorized.*

Travelers who purchase transportation services with cash (that is, other than through the CTO or with the Government travel card) must forward the ticket coupon, and/or the receipt for the cost of transporting excess baggage, with the Trip Record for reimbursement. Travelers are to travel by coach class, unless a medical condition or mission timing requires premium class. Transportation should be purchased only from American transportation companies, even if their fares are higher than foreign companies. A traveler who uses premium class or a foreign transportation company must convince the AO of the mission justification for reimbursement. Travelers should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

*9. Frequent traveler benefits received for services paid for by the Government belong to the Government. These benefits may:

a. be used for official travel and accommodation upgrades (*not first class*) if authorized/approved by the AO based on Service regulations, *but*

b. *not be used for personal travel or airline club memberships.*

NOTE: The traveler must maintain records to be able to account for all Government-owned frequent traveler credits earned and used (67 Comp. Gen. 79 (1987)).

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, reimbursement is not authorized to uniformed personnel, and a civilian employee may only receive transportation reimbursement up to the cost of the directed transportation mode.***

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in subpar. c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 2001

NOTE 1: Applicable to civilian employees:

(a) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

Effective 29 March 2001

***NOTE 2 - Applicable to uniformed members:**

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.
2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.
3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (par. T4040-E and F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.
2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate ^{1/} for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate ^{2/}
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL ^{3/}

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

E. Miscellaneous Expenses. Travelers are entitled to reimbursement for necessary travel-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

****NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;***

6. fees for:

- a. currency conversion; (***NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***)
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does ***not*** include cashing checks/drafts ***for salary***); and
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; (***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***); and
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling *Government property at terminals and hotels*;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling *any baggage* at transportation terminals; and
17. **CIVILIAN EMPLOYEES ONLY**:
 - (a) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

(Effective 1 April 2001)

*18. **UNIFORMED MEMBERS ONLY:**

(a) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel *within CONUS* requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

(b) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for OCONUS travel.

19. similar travel related expenses (***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, *Assigned Unit* is a reserve member's designated post of duty and *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 20 or more weeks because of unusual or emergency circumstances or exigencies of the Service, per diem entitlement is determined under business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation entitlement under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & D.

APPENDIX T*STANDARD DATA ELEMENTS FOR TRAVEL****(Commercial Transportation Information)**

Group name	Data elements	Description
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	Central Billing Account	A Contractor centrally billed account.
	Government Charge Card	In accordance with and as provided by agency guidelines.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Gov't credit card number.
Transportation Method Indicator	Air (Premium Class)	Common carrier used as transportation to TDY location.
	Air (Non-premium Class)	
	Non-contract Air, Train, Other	
Local Transportation Indicator	POC, Car rental, Taxi, Other	Identifies local transportation used while on TDY.

TRAVEL EXPENSE INFORMATION
(Standard Data Elements for Federal Travel)

Group name	Data elements	Description
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed Lodging, Meals & Incidentals	The amount of money traveler claims as per diem expense.
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JFTR or JTR as appropriate.

Transportation Method Cost	Air (Premium Class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Other	Bus or other form of transportation.
Local Transportation	POC Distance	Total number of miles driven in POC.
	POC mileage expense	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
	Car rental, Taxis, Other	
Constructive cost	Constructive cost	The difference between the amount authorized to spend versus the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

**STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL
(Accounting & Certification)**

Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Agency accounting code.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.