

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 181

Alexandria, VA

1 January 2002

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 January 2002 unless otherwise indicated.

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This change includes all material written in MAP Items 54-01(E) and 64-01(E) through 68-01(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 180 cover page.

BRIEF OF REVISION

These are the major changes made by Change 181:

U1045. Adds a CG decision reference that details why civilians cannot be required to stay in quarters but military members can.

U3125-B5a. Expands the authorization/approval documentation requirements for first-class accommodations.

U3145; Appendix E. Revises the JFTR to align with GSA's frequently asked questions about using the contract city pair program.

U4125-A1i. Clarifies provisions regarding reimbursement for "Dual Lodgings on a Single Day" and adds examples to show when these provisions apply.

U5220-B. Explains MALT reimbursement when a member and dependants travel together incident to a PCS via the member's TDY location.

U5435. Clarifies that the Secretarial process authorization/approval is not required to select an alternate CONUS port from which to ship a POV *even if the primary port is OCONUS*.

U7175. Updates the Muster Duty Allowance effective 1 January 2002.

U8005. Clarifies that the Secretarial Process may also allow a member to draw CONUS COLA based on the primary dependent's location when it would be inequitable for the member to draw CONUS COLA based on the member's PDS.

Appendix K. Proposes new wording and reorganization intended to simplify and update the JFTR.

Appendix O: Allows that when a CTO is available but the employee arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

Various paragraphs. Clarifies that on any day that both a MALT plus per diem and a lodgings plus per diem could be payable, lodgings plus per diem is paid.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal 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 JFTR" in the Introduction. Single sheets are not available.

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**U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

The Secretary of Defense may provide for reimbursement of a school board member for 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.*

**U1035 SPACE-AVAILABLE TRAVEL INITIATIVE (SpATI) FOR CHILDCARE TEST**

This paragraph applies to a test conducted by USTRANSCOM allowing members to travel in a space-available status to/from TDY to accompany dependents to/from long-term care providers in CONUS. This test applies to members:

1. permanently assigned to Azores, Okinawa and Aviano AB, Italy local area;
2. ordered to a CONUS TDY that is 30 days or longer;
3. with command sponsored dependent(s) who are unable to care for themselves (meaning children who are under the age of 19 or any dependent incapable of self care because of mental or physical incapacity);
4. who are sole caregivers for dependents; and
5. authorized to participate by their unit commanders.

Members authorized to participate in this test are allowed to travel space-available between their PDS and the CONUS and return to accompany their dependent(s). All travel must be arranged through the CTO as outlined in paragraph U3120. The member travels to and from the TDY location via the care provider's location to drop off/pick up the dependent(s). If the member must purchase other than space-available transportation to the port the member's reimbursement for travel and transportation is limited to the Government's cost for travel from the PDS directly to the TDY location and return to the PDS. If the member and dependent(s) are bumped from the space-available flight the member must contact the closest CTO and either 1) enter the space-required system and purchase space-required tickets for the dependent(s) from personal funds (Applies to OCONUS travel only. Space-required travel for dependants does not exist in CONUS.), or 2) use commercial tickets from the CTO and purchase tickets for the dependent(s) from personal funds. If the member travels space-available between the PDS and CONUS port, the member's reimbursement between that port and the TDY location and return is limited to the Government's cost for direct travel from the port to the TDY location and return to port. *There is no entitlement for travel and transportation allowances for the dependent(s).*

**U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM**

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and
3. PCS versus TDY cost comparisons are considered before issuing orders.

**U1038 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES**

(See par. U7656)

**U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS**

Simplified travel entitlement rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

**U1040 GAIN-SHARING PROGRAM**

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 U.S.C., Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

**U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

\*A. Quarters Available. Members 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 JFTR, par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; *however, when adequate Government quarters are available on that U.S. Installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost (44 Comp. Gen. 626 (1965)).*

***NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.***

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

1. when a TDY/delay point is at other than a U.S. installation;
2. when an authorizing/order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
  - a. members attending service schools at an installation; and
  - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
  - a. when per diem is payable under MALT plus (par. U5105);
  - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
  - c. to a ship/afloat staff homeported OCONUS;
    - (1) and a member is accompanied by dependents authorized concurrent travel;

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See par. U3125-C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits (see par. U2010-B5).
- h. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- i. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, 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. U4325-C) 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.

#### 5. Documentation Requirements

- \*a. Orders. Authorization for first-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel order authorizes first-class air accommodations (by including the authority and authorization source (memo/letter/message/etc. including date and signatory position), appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for first-class air accommodations use and no other class of service is available, a transportation document may be issued for first-class service when the document-issuing official annotates the document in accordance with transportation procedural guidance that tickets for first-class air accommodations were issued as only first-class service was available between authorized origin and destination points.
- b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination

(including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. *In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.*

C. 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 par. U3125-C3, 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
  - (4) the only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 U.S.C. §40102), 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:

**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. Why can't contractors 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:

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- 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. ***NOTE: Gov't funded travel to FEML, Emergency, COT and R&R leave locations and TDY ordered while on leave is considered official travel and therefore contract fares may be used to and from these authorized leave locations (see pars. U7200-A2, U7205-C, U7206, U7207-D3, U7300-C3 and U4105).***

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 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 itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city pair contract fares for this trip portion. Commercial fares are applicable to this trip portion. The city pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, 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 this case is limited to the transportation cost 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 website: <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.

**\*16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?**

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

**\*17. The Topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!**

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Mr. Eddie Murphy  
Contract Specialist  
(703) 305-3376

Ms. Andrea Dingle  
Contracting Officer  
(703) 305-6190

Mr. Thomas Uberto  
Contracting Officer  
(703) 305-7822

**CHAPTER 4**  
**TEMPORARY DUTY TRAVEL (TDY)**

**PART A: MEMBERS TRAVELING TOGETHER**

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**PART B: PER DIEM ALLOWANCE**

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**PART B: PER DIEM ALLOWANCE****U4100 GENERAL**

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4125-A. *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. U4125-A. Per diem rates are prescribed at <http://www.dtic.mil/perdiem/pdrates.html>.

**U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED**

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
- \*4. delays to qualify for reduced travel fares (see par. U4325-E).

**U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED**

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time. **NOTE:** *A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).*

\*C. When PCS MALT PLUS Per Diem Is Paid. A member is not authorized "Lodgings Plus" per diem for any day that PCS MALT PLUS per diem is paid.

D. Travel or TDY Within PDS Limits. Except as authorized in par. U4105-H, a member is not entitled to per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) 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 member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out 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: A member 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 signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member 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.

E. TDY Within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500-B, unless overnight lodging is

required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips Within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4001. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or Government meals at no charge for enlisted members, were not available during stated periods of the field duty;
2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

**NOTE:**

*\*a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid.*

*b. 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.*

a. Commercial Lodging. Except as provided for double occupancy in par. U4125-A1c, when a member uses commercial lodging facilities (for example, hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

b. Government Quarters. A fee or service charge paid for Government quarters is an allowable lodging expense.

c. Double Occupancy. In the case of double occupancy, a member is allowed one-half of the double occupancy charge if a room is shared with another member or Government employee on official travel. Otherwise, the member is allowed the single room rate. The member must provide the single room rate.

d. Lodging With Friends or Relatives. If a member stays with friends or relatives while on TDY, no cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.

e. Lodging in Other Than Commercial Facilities. When no commercial lodging facilities are present (for example, in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (for example, world fairs or International Sporting Events), costs of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide an explanation of the circumstances which is acceptable to the order-issuing official or designated representative.

f. Lodging Not Available at TDY Station. The locality per diem rate or the actual expense ceiling for the location where lodging is finally obtained is used for computation when a member performs TDY at a place where neither Government nor commercial quarters are available. **NOTE:** *This subparagraph applies only when the per diem rate where lodging is procured is higher than the per diem rate for the TDY location. The higher rate must be authorized/approved by the order-issuing official.*

g. Reimbursement for Costs of Renting or Using an Apartment, House, Mobile Home, Travel Trailer, or Recreational Vehicle While on TDY. A member on TDY who rents a furnished or unfurnished apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or who uses a privately owned mobile home, travel trailer, or recreational vehicle for quarters, may be authorized per diem computed under this paragraph. par. U4125-A1d applies for lodging with friends or relatives. Allowable expenses which may be considered as a part of the actual lodging costs are listed below:

- (1) rent of the apartment, house, mobile home, travel trailer or camping vehicle;
- (2) rental charge for a parking space for a mobile home, travel trailer or camping vehicle;
- (3) charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions and vacuum cleaners;
- (4) cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil and sewer charges;

- (5) dumping fees;
- (6) shower fees;
- (7) cost of maid fees and cleaning charges;
- (8) monthly telephone use fees (does not include installation charges and long distance calls--see par. U4505 for official communications); and
- (9) if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

h. Allowance for Cost of Lodging Under the Barter System for Public Health Service Members. Public Health Service members assigned to TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality rate. Vouchers are supported by receipts for the barter goods together with the member's certification that the barter goods were delivered to the householder in consideration of lodgings received.

\*i. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex., Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (par. U4520-B4j) if approved by the authorizing/order-issuing official (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight.*** An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. (Ex., An order is prepared to direct TDY at Location C for 150 days. The authorizing/order-issuing official knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.)

### Example 1

A traveler, who leased an apartment while on a TDY assignment at Location A, was required to perform additional TDY in Location B for 5 days. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost in Location A as a miscellaneous expense allowance (par. U4520-B4j). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.

Applicable per diem rates at the time of this example:

Location A \$46 (M&IE) and \$130 (Maximum lodging)

Location B \$46 (M&IE) and \$119 (Maximum lodging)

Reimbursement for the Location A apartment for 5 days: \$225 (\$45 x 5).

Per diem for the TDY assignment in Location B:

**First day** (day of departure from Location A and arrival in Location B):

\$46 (M&IE) plus \$95 (lodging cost) = \$141 plus lodging tax (see note)

**Second thru fifth day:**

\$46 (M&IE) plus \$95 (lodging cost) = \$141 x 4 = \$564 plus lodging tax (see note)

**Day of return to Location A:**

\$46 (M&IE) plus \$45 (lodging cost) = \$91

**Example 2**

A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (par. U4520-B4j). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.

Applicable per diem rates at the time of this example:

Location C \$38 (M&IE) and \$109 (Maximum lodging)

Location D \$46 (M&IE) and \$130 (Maximum lodging)

Reimbursement for the Government quarters for 3 days: \$75 (\$25 x 3).

Per diem for the TDY assignment in Location D:

**First day** (day of departure from Location C and arrival in Location D):

\$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see **NOTE**)

**Second and third day:**

\$46 (M&IE) plus \$110 (lodging cost) = \$156 x 2 = \$312 plus lodging tax (see note)

**Day of return to Location C:**

\$38 (M&IE) plus \$25 (lodging cost) = \$63

***NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.***

j. Allowable Expenses When Residence Purchased and Used for Lodgings on TDY. When a member purchases and occupies a residence at a TDY point because of the TDY assignment, the following costs are the allowable lodging expenses (57 Comp. Gen. 147 (1977)):

- (1) monthly interest;
- (2) monthly property tax;
- (3) monthly utility cost actually incurred (does not include any installation and hook-up charges).

In determining the member's daily lodging cost, the allowable expenses are prorated on a 30-day month basis. In no case shall the total per diem payable exceed the applicable maximum locality rate for the area.

k. Lodging Cost for Quarters Jointly Occupied by Member and Dependents. Lodging cost for quarters jointly occupied by a member and dependents is apportioned 50 percent for the member and 50 percent for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C).

l. Lodging Obtained on Weekly or Monthly Rental Basis. When a member obtains lodging on a weekly or monthly rental basis, the daily lodging cost is computed by dividing the total lodging cost by the number of days the accommodations are actually occupied, provided the member acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodgings at a daily rate. Otherwise, the daily lodgings cost shall be computed by dividing the number of days in the rental period (e.g., 7 or 30 days).

2. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

- (3) Schoolhouse Training (Formal Courses of Instruction). Orders to schoolhouse training must allow the schoolhouse commander to determine the appropriate meals rate. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.
- c. Lodging. If lodging is required while on TDY or at a delay point, the lodging cost, not to exceed the lodging maximum prescribed for the TDY or delay location in <http://www.dtic.mil/perdiem/pdrates.html>, or <http://www.dtic.mil/perdiem/opdrates.html>, shall be added to the M&IE rate for that location to determine the per diem rate for the day, the total amount not to exceed the per diem rate for the locality concerned. When lodging has been obtained in accordance with par. U4125-A1f, at a location other than the TDY location, the per diem rate for the lodging location applies.
- d. TDY of More Than 12 Hours But Not Exceeding 24 Hours. Per diem under this subparagraph is determined by allowing 75% of the M&IE rate for the location of the TDY assignment prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, or <http://www.dtic.mil/perdiem/opdrates.html>. If more than one location is involved and the member is not required to obtain lodging, the per diem allowance is calculated using the highest M&IE rate. If the member must obtain lodging, the rules for travel of more than 24 hours as prescribed above apply, no deduction for meals is made. Per diem is not authorized under this subparagraph when travel is performed in the local area
- (1) Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, shall be 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. Per diem is not authorized under this subparagraph when travel is performed in the local area.
- (2) Lodging Required With or Without Cost. If lodging is required, the rules for travel of more than 24 hours apply.
- e. Essential Unit Messing. When the Secretary concerned, or for a JTF the CINC or JTF Commander, determines that Government messing is essential to accomplish training and readiness, there is no entitlement to the meal portion of the M&IE allowance. The incidental expense rate is \$2 in CONUS, or the appropriate OCONUS incidental rate at <http://www.dtic.mil/perdiem/>, or \$3.50 OCONUS when the order-issuing authority determines \$3.50 to be adequate for anticipated expenses. Members, ordered to use essential unit messing, who must procure occasional meals are entitled to reimbursement under par. U4510.
- f. Use of Government Mess Under Special Circumstances. When one of the following conditions exists, members are not entitled to the meals portion of the M&IE allowance:
- (1) Field duty,
  - (2) Duty on a U.S. Government vessel,
  - (3) Members traveling together under orders directing no/limited reimbursement, or
  - (4) Essential unit messing (EUM).
- g. Deductible Meals. The PMR prescribed in subpars. U4125-A3b(1)(a)3 and (b)3 above applies on any day when one or two deductible meals are provided. A deductible meal is a meal:
- (1) made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
  - (2) included in a registration fee ultimately paid by the Government;

- (3) furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
- (4) furnished by the Government at no cost to a member.

The following are not deductible meals:

- (1) box lunches, (which include such things as C Rations, K Rations, MRE's) - except when MRE's and/or other box lunches are the **only method** of providing adequate subsistence to members,
- (2) in-flight meals,
- (3) rations furnished by the Government on military aircraft,
- (4) Government meals paid for by the traveler and consumed in a Government mess,
- (5) meals furnished on commercial aircraft, or
- (6) meals provided by private individuals.

***NOTE:*** *If all three meals are provided/consumed at no cost to the member, only the incidental expenses for that day (\$2 in CONUS, or the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/>) or \$3.50 OCONUS) is payable.*

h. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the order-issuing official authorizes/approves the member to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

i. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel. Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

***NOTE:*** *The GMRs in the following examples are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.*

B. Examples of Computing Per Diem Allowances

***NOTE:***

***\*a.*** *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html/>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when **MALT PLUS** per diem for POC travel is paid.*

***b.*** *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.*

**EXAMPLE 1**

ITINERARY:			
10 May	Dep:	PDS	POC
	Arr:	TDY Station	340 miles
11 May	TDY		

## **PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**

### **U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

### **U4505 COMMUNICATION SERVICES**

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520-B4g.

### **U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS**

\*A. General. A member is authorized reimbursement for meals and/or quarters as provided in par. U4510-B when the authorizing/order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;  
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
- \*6. pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U4125-A3e (Essential Unit Messing);

9. par. U5108-D (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS);
11. par. U7025 (travel incident to application processing);
12. par. U7125-D (bed-patient or inpatient);
13. par. U7150-A1 (Reserve Component Travel); or
14. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

#### B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.

2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

#### U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related 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-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passport and visa fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel (Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable.);

***NOTE: Travelers ordinarily travel on the no-fee passport. However, when travel on official orders is to or from high threat areas or high risk airports (see Appendix N) by commercial air and travelers are authorized to obtain and use regular fee passports, fees for such passports are reimbursable. Those traveling solely by military air or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.***

\*5. taxes on lodging (except when MALT PLUS for POC travel is paid) in ***the United States and non-foreign OCONUS areas***, are limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

***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 authorized 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 ***salary*** checks/drafts); and

c. airport transit, service 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. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

10. customary tips for handling ***any baggage*** at transportation terminals; and

11. similar travel and transportation related expenses (i.e., ***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.***)

B. TDY Travelers. In addition to those expenses listed in par. U4520-A, reimbursable expenses for TDY travelers include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);

2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);

3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures ***of the foreign country*** involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

4. authorizing/order-issuing official authorized/approved expenses for:

a. services, including associated equipment needed for 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 (used for official business) at a hotel/other place;

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. U4505);
- h. excess baggage transportation costs (see par. U3015-C);
- i. conference registration fees;
- j. dual lodging costs (see par. U4125-A1i);
- 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.***;
- l. expedited charge card delivery (*effective 1 May 2001*);

5. Certain laundry/dry-cleaning expenses

- (a) The cost incurred during TDY travel (*not after returning to/arriving at 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* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;
- (b) The cost incurred during TDY/PCS 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.;

6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; and

8. customary tips for handling Government property at terminals and hotels.

C. PCS Travelers. Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:

- 1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
- 2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and
- 3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

**U4525 NOT USED**

**U4535 REGISTRATION FEES**

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g(2).

**CHAPTER 5  
PERMANENT DUTY TRAVEL**

**PART A: APPLICABILITY AND GENERAL RULES**

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**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**

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**U5130 Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjustment or Separation Pay, Involuntary Separation, or Separation Under the VSI or SSB Program**

- A. General
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**U5155 Not Used**

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**PART C: DEPENDENT ALLOWANCES FOR TRANSPORTATION**

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U5215

**Factors Affecting Travel of Dependents**

- A. Members Attain Eligibility for Dependent Travel
- B. Dependent Child Attains Age 21 or 23 or Loses Student Status While Member Serving OCONUS
- C. Dependents Acquired on or Before Effective Date of Orders
- D. Effect of Changes in Ages or Dependency Status on Entitlements
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U5218

**Travel and Transportation Involving Old and/or New Non-PDS Location**

U5220

**Dependents Join or Accompany Member During TDY En Route**

- A. General
- B. Payable MALT Rate
- C. Per Diem

U5222

**Various Unique PCS Orders**

- A. Called (or Ordered) to Active Duty
- B. Assigned to Foreign Service Colleges
- C. Ordered to an OCONUS Station to Which Dependents' Travel is Authorized
- D. Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- E. Reassigned OCONUS Before Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action
- F. Consecutive Overseas Tours (COTs)
- G. Consecutive OCONUS Tours for a Member With Noncommand Sponsored Dependents
- H. Transfer to, from, or Between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
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- L. Convicted Personnel Awaiting Completion of Appellate Review
- M. Ship Being Constructed or Undergoing Overhaul or Inactivation

U5225

**Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay, Involuntary Separation, and Separation Under the VSI or SSB Program**

- A. General
- B. Duty Station Erroneously Designated as HOR
- C. Separation from the Service or Relief from Active Duty to Continue in the Service
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- G. Time Limit
- H. Member Ordered to a Place to Await Results of Disability Proceedings
- I. Member Ordered to a College

**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE****U5100 GENERAL**

This Part prescribes members' travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are authorized these allowances whether or not they take leave en route.

*NOTE: When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.*

**U5105 TRAVEL AND TRANSPORTATION OPTIONS**

A. General. A member may elect to:

1. travel by POC (see par. U5105-B),
2. personally procure common carrier transportation (see par. U5101-C), or
3. be provided transportation in kind (see par. U5105-D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

\*B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Lodgings Plus per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as MALT PLUS per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3). On any day that MALT PLUS and a Lodgings Plus per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), Lodgings Plus per diem is paid. In addition to Lodgings Plus per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is authorized the MALT and expense reimbursement.

*NOTE: Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable 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.*

2. Per Diem. A \$50 flat per diem is paid for each day required for PCS travel between authorized points, up to the allowable travel time computed under par. U5160. If used, Government quarters and/or mess have no effect on the per diem amount paid. Each member traveling in a POC is authorized the \$50 per diem.

C. Reimbursement for Personally Procured Common Carrier Transportation Plus Per Diem. A member who procures common carrier transportation at personal expense is authorized reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. The member may elect to procure common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order and be reimbursed for the transportation cost for the mode authorized and used. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a commonly traveled direct route in accordance with a schedule(s) necessary to meet the requirements of the orders. ***Reimbursement under this subparagraph is based on the non-capacity-controlled city-pair fare (not the capacity-controlled city pair fare if both capacity-controlled and non-capacity-controlled fares are available) only if Government-procured transportation is available under par. U3120 (B-163758, July 24, 1972).*** Per diem entitlement is computed under par. U5113.

D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem. When the Government provides transportation at no cost, the member is entitled to per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), entitlement is determined under par. U5105-E2.

***NOTE: The following is not considered in determining if mixed mode travel is involved in a journey:***

- a. travel between the duty station and local transportation terminal, or
- b. travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. ***NOTE: Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the MALT PLUS results in a negative amount.***

**\*U5106 PCS EXAMPLES - LODGINGS AND MALT PLUS PER DIEM**

EXAMPLE 1

15 July	Dep:	Old PDS	POC	
	Arr:	POE		114 miles
16 July	Dep	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

Member spends \$115 for lodging on 15 Jul.  
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).  
 POE is not the local terminal for the old PDS.  
 M&IE for new PDS is \$30.

<b>REIMBURSEMENT:</b>		
7/15	75% times \$62 = \$46.50 plus \$115 (\$115 less than \$126) =	\$ 161.50
7/16	75% times \$30 =	22.50
114 miles x \$0.15 per mile =		17.10
Taxi		<u>25.00</u>
<b>Total Reimbursement =</b>		<b>\$226.10</b>

**NOTE:** *MALT & Lodgings Plus is paid for the same day.*

EXAMPLE 2

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		805 miles
4 Aug	Dep	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member spends \$110 for lodging on 3 Aug.  
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).  
 M&IE for new PDS is \$60.

<b>REIMBURSEMENT:</b>		
8/01 - 8/2	2 days @ \$50 =	\$ 100.00
8/03	\$110 + \$42 =	152.00
8/04	75% \$60 =	45.00
805 miles x \$0.15 per mile =		120.75
Taxi		<u>20.00</u>
<b>Total Reimbursement =</b>		<b>\$437.75</b>

**NOTE:** *Even though there is another MALT PLUS per diem day payable, pay lodgings plus per diem for night spent at the port.*

EXAMPLE 3

1 Jun	Dep:	Old PDS	POC	
4 Jun	Arr:	TDY		1200miles
10 Jun	Dep	TDY	POC	
10 Jun	Arr:	New PDS		300 miles

Member spends \$55 per night for lodging 4-10 Jun while TDY.  
 TDY per diem rate is \$98 (\$60 for lodging and \$38 for M&IE).

<b>REIMBURSEMENT:</b>		
6/01 - 6/3	3 days @ \$50 =	\$ 150.00
6/4	\$38 + \$55 =	93.00
6/5 - 6/9	5 x (\$38 + \$55) =	465.00
6/10	1 days @ \$50 =	50.00
1200 miles x \$0.15 per mile =		180.00
300 miles x \$0.15 per mile =		45.00
<b>Total Reimbursement =</b>		<b>\$983.00</b>

**NOTE:** Even though MALT is paid 4 June, pay Lodgings Plus per diem since the member arrived at the TDY location that day.

EXAMPLE 4

1 Jul	Dep:	Old PDS	POC	
10 Jul	Arr:	POE		1080 miles
11 Jul	Dep	POE	TP	
	Arr:	POD		
	Dep:	POD	POC	120 miles
	Arr:	New PDS		

Member spends \$100 for lodging on 10 Jul.  
 POE per diem rate is \$145 (\$99 for lodging and \$46 for M&IE).  
 POD is not the local terminal for the new PDS.  
 M&IE for new PDS is \$82.

<b>REIMBURSEMENT:</b>		
7/01 - 7/9	3 days @ \$50 =	\$ 150.00
7/10	\$99 + \$46 =	145.00
7/11	75% \$82 =	61.50
1080 miles x \$0.15 per mile =		162.00
120 miles x \$0.15 per mile =		18.00
<b>Total Reimbursement =</b>		<b>\$536.50</b>

**NOTE:** Even though MALT is paid 11 July, pay Lodgings Plus per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.

**U5107 POC TRAVEL PROHIBITED**

Each Service may issue regulations prescribing exigencies under which order-issuing officials may prohibit members traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement) from using a POC. If there are no such regulations, orders prohibiting POC transportation are without effect. Paragraph U5108 applies if the member's orders state that POC travel is prohibited, or specifically direct a particular transportation mode (see par. U3002). *If the member travels by POC, there is no travel reimbursement entitlement.*

**U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART A) DIRECTED**

If a member is directed to use a specific transportation mode, par. U5105 does not apply. When a mode is directed, reimbursement for expenses is authorized as follows:

A. Government Conveyance. When exigencies of the Service require Government conveyance use for PCS travel, the orders must direct it. ***If a member's PCS orders direct Government transportation use and the directed mode is available in time to comply with the orders but the member elects to travel by another mode at personal expense, the member shall not be reimbursed for transportation costs.*** If the directed Government conveyance is not available in time to comply with the orders, see par. U5105-B or U5105-C.

B. Common Carrier. Each Service may issue regulations prescribing conditions under which order-issuing officials may direct members traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement) to use common carriers. The regulations must indicate the Service exigencies that require such action. In the absence of such regulations, orders directing common carrier transportation are without effect. Ordinarily, travel is directed by Government-procured transportation. ***If the member fails to travel by the directed mode and that mode is available in time to comply with the orders, the member shall not be reimbursed for transportation costs.***

C. Members Traveling Together Under Orders Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the orders. The guidelines and considerations in directing TDY in Chapter 4, Part A also apply for PCS. Members shall not be reimbursed for transportation costs. Necessary transportation (including sleeping accommodations, if available and required) must be furnished by the Government. Quarters and meals (by meal tickets (par. U5018), or otherwise) should be provided by the Government. No per diem or AEA is payable. If meals and/or quarters are not furnished, reimbursement is authorized for occasional meals and quarters in the same manner as for members on TDY under par. U4510. Most members pay the food cost without operating expense for Government meals and are not reimbursed this amount under occasional meals.

D. Transportation Mode Directed to First Duty Station Upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations authorizing order-issuing officials to direct in travel orders the use of Government transportation or common carriers and meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. ***If a member fails to travel by the mode directed in the member's orders and that mode is available in time to comply with the orders, the member shall not be reimbursed for transportation costs.*** When the directed mode is not available, reimbursement is authorized. In such cases, a member traveling by POC is entitled to reimbursement at the applicable MALT rate for the official distance of the ordered travel and a member who procures common carrier transportation at personal expense is entitled to reimbursement under par. U3110 or U3115, as applicable. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government or Government-procured transportation and meal tickets are used, the member is entitled to reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

E. When Foreign Government Transportation Is Directed or Used. ***When transportation, under the terms of a contract or agreement between the United States and a foreign government and at no cost to the United States or the member, is directed and available but the member travels by a different mode, the member shall not be reimbursed for transportation costs. When a member uses transportation furnished by a foreign government on a complimentary basis, there is no entitlement to transportation allowance for that portion of the travel.***

#### U5109 MISCELLANEOUS REIMBURSEMENT

For reimbursement of miscellaneous travel expenses incurred during a PCS move, see Chapter 4, Part F and Chapter 5, Part I.

#### U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

A. Rate. The per diem rate for the new PDS and the procedure in par. U4125 are used for PCS travel when transportation is personally procured (par. U5105-C), furnished in kind, or Government procured (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover. ***NOTE: See par. U5113-D when the new PDS is a ship.***

\*B. Partial Travel Days. The 75% rate in par. U4125-A3a applies to the departure and arrival days at PDSs, designated places, or COT leave locations when lodgings-plus per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4125-A3). MALT PLUS per diem always is paid in whole day increments (see par. U5105).

C. Travel Time. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the “new PDS rate.” The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS Nimitz homeported in Bremerton, WA. Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.
3. A member travels PCS from USS Enterprise to USS Normandy, both of which are away from their homeports. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

#### **U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS**

A. General. Except as specifically provided in pars. U5116-B and U5116-C, members traveling on PCS orders that neither direct a transportation mode nor specify that the members is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;
2. transportation by available Government aircraft or vessel, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel Only Is Involved. Except as specifically provided in par. U5116-C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

#### **C. Transoceanic Travel**

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:
  - a. personal travel under par. U5116-A;

- b. dependents' travel under par. U5205-B; and
- c. POV delivery to the vehicle processing center for shipment under par. U5413.

## 2. POC Travel

a. General. When transoceanic travel usually would be involved but the member is authorized to and travels by POC as advantageous to the Government for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Such reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

b. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in par. U5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is under par. U5105-E.

3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by transoceanic car ferry (circuitously or otherwise), the member is entitled to:

a. MALT PLUS for the official distance 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, MALT PLUS is payable for overland travel between ferries.***

b. Government-procured transportation or reimbursement for the transportation cost of personal travel for the member on the car ferry (including the cost of required staterooms but not the cost of meals);

c. reimbursement for ferry fees;

d. dependents' transportation as for members in pars. U5116-C3a and U5116-C3b;

e. for travel aboard a car ferry other than on the Alaska Marine Highway System, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem from the day following embarkation through day of departure (debarkation) at the rate applicable to the POD; or

f. for travel aboard an Alaska Marine Highway System car ferry, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem at the highest CONUS M&IE rate for each full day the member is on board the ferry. Per diem is payable for the day of departure (debarkation) at the rate applicable to the POD.

The nonavailability of U.S. registered carrier certificate or memorandum required by par. U3125-C4 must be attached to the voucher, when applicable.

## D. Reimbursement for Transoceanic Transportation Costs

1. Government or Government-Procured Transportation Available. ***When travel is directed by Government or Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement for the transoceanic travel is authorized.*** If Government and Government-procured transportation are both authorized and available, the member is entitled to reimbursement for the cost of the transportation used up to the cost of the lowest priced transportation mode authorized and available.

2. Government Transportation and Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is entitled to reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for

the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Vessels or Aircraft of Foreign Registry. *See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on vessels or aircraft of foreign registry.*

E. Reimbursement When Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is entitled to:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS,
2. reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem, and
3. reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the certificate required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a certificate stating U.S.-flag was not available on the circuitous route.

The total amount of reimbursement shall not exceed the amount the member would have been entitled to under par. U5116-A via the direct route between the old and new PDSs. If travel by a specific mode is directed in a member's orders and the member travels by a different mode, the maximum cost computed under par. U5116-A shall be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

#### U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel When Orders to Active Duty Are Received at a Place Other Than That to Which Addressed. When orders to active duty are received at, and travel begins from, a place other than that to which the orders were addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the orders were addressed.

B. PCS Orders Received at TDY Station. A member, who receives PCS orders while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Orders Received While on Leave

1. Orders Received While on Leave from TDY Station. A member, who receives PCS orders while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned While on Leave from the PDS. A member, who receives PCS orders while on leave from the old PDS, and begins PCS travel from that site, is entitled to PCS allowances from the place where orders are received to the new PDS, not to exceed allowances from the old to the new PDS.

D. PCS with TDY at a Location Near (But Outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member shall occupy at the new PDS. This applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on and after the date of transportation of the PCS HHG weight allowance. Quarters at the new PDS are permanent on and after the date the PCS HHG weight allowance is accepted. Transportation expenses incurred in commuting between such quarters and the place of TDY may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A

member required to procure meals at personal expense outside the PDS limits shall be reimbursed for the meal(s) under par. U4510. When travel outside the TDY area is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized.

**NOTE:** See par. U4102-D for TDY en route within the limits of the old or new PDS.

E. Orders Canceled, Amended or Modified En Route

1. Orders Canceled Returning Member to the Old PDS. If PCS orders are canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

2. Orders Amended or Modified to Name a New PDS or En Route TDY Station. If PCS orders are amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which amended orders were received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

F. Orders Involving Units with Homeports or PDS Locations. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, or personally drive the member's POC.

1. Homeport Changed. When a unit's homeport is changed, a member may be paid PCS allowances to the old homeport and then to the new homeport via any TDY stations(s). If the unit is at the old homeport, the member may be paid PCS allowances from old homeport to the new homeport and return to the unit via any TDY station. This travel must begin within 1 year from the effective date of the homeport change, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose homeport is changed, the PCS allowances accrue from the leave point to the new homeport via the old homeport, not to exceed the allowances payable from the unit's location when the member departed on leave to the new homeport via the old homeport (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)).

2. PCS From a Unit When the Unit Is Away from Homeport/PDS. A member, ordered PCS while with the unit away from its homeport or PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old homeport/PDS and any TDY station(s).

3. PCS to a Unit When the Unit Is Away from Homeport/PDS. A member, ordered PCS to a unit that is deployed away from its homeport/PDS, may be paid PCS allowances from the old PDS to the new unit via its homeport/PDS and/or any TDY station(s).

4. PCS to a Unit Whose Homeport Change Has Been Announced and the Member Arrives Before or After the Effective Date of Homeport Change. A member, ordered PCS to a unit whose homeport change has been announced and who travels to the new homeport either before or after the effective date of the homeport change, may be paid PCS allowances from the old PDS to the unit via the new homeport and any TDY station(s) (60 Comp. Gen. 561 (1981)).

5. PCS to a Ship With a Homeport Assignment Effective Upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced homeport is different from the member's old PDS, may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced homeport via any TDY stations, and then to the place where the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the effective date of the ship's commissioning (60 Comp. Gen. 561 and 564 (1981)).

6. PCS From a Unit Undergoing a Homeport Change. A member, ordered PCS from a unit undergoing a homeport change and who detaches after the effective date of the homeport change, may be provided PCS allowances from the unit to the new PDS via the old homeport (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

7. Travel to/from a Place Other Than The New/Old Homeport. A member traveling under pars. U5120-F1 through U5120-F6, may be paid PCS allowances for travel via:

- a. a place other than the old homeport to the new homeport,
- b. the old homeport to a place other than the new homeport, or
- c. a place other than the old homeport to a place other than the new homeport.

Allowances shall not exceed those payable for travel between the locations authorized in the subparagraphs.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via the designated place,
2. the designated place via any TDY station(s) and then to the new PDS, or
3. any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in relocation of dependents, the member may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via any TDY station(s) and/or the designated place; or
2. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. in moving dependents,
2. dependents with HHG shipment, or
3. dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the effective date of the subsequent PCS and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

H. Member Escorts Dependents to/from a Designated Place in Connection with a Unit PCS Move to/from an OCONUS Unaccompanied Tour

1. CONUS PDS to OCONUS PDS. Unit members who are required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. These members are authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

2. OCONUS PDS to CONUS PDS. Unit members who are required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. Members who do, are authorized round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructive travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

I. Member Ordered PCS from OCONUS PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from an OCONUS PDS from which dependents were evacuated under par. U6004, may be paid PCS allowances for travel from the old PDS to

1. the new PDS via the designated place or safe haven, as applicable;
2. the designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
4. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable;

but not for round-trip travel between a TDY station and a designated place or safe haven. These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must:

1. assist in the transportation of dependents and/or HHG,
2. pick up personal items, or
3. personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new homeport/PDS with member's organization for reasons acceptable to the Service, but who later joins it under competent orders, is entitled to the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the orders do not contemplate return to the PDS.

L. Member Dies While En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid shall not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel Over Other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Government on orders that are amended or modified while en route, a member is entitled to allowances over the ordered route.

## **U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM**

### A. General

1. Travel in CONUS. A member on active duty, who:
  - a. is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;

- b. has a break in service of at least 1 calendar day; and
- c. actually travels

is entitled to travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is entitled to allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. is entitled to travel allowances under this paragraph to an OCONUS HOR or PLEAD; and
- c. has a break in service of at least 1 calendar day; and
- d. actually travels

is entitled to travel and transportation allowances under par. U5116.

3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is entitled to travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is entitled to travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

5. Member Serves Less Than Prescribed Period of Service. A member:

- a. separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and
- b. whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, shall be provided only:
  - (1) transportation in kind (no per diem) by the least expensive transportation mode available, or
  - (2) be paid an amount up to the Government's cost of such transportation.

This limitation shall not apply to members in the following categories:

- a. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5130-A1);
- b. retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, February 14, 1967);

- c. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- d. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions;
- e. discharged under 10 U.S.C. §1173 for hardship; or
- f. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not entitled to travel and transportation allowances. This prohibition does not deny PCS entitlements when the member is transferred on PCS orders in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (see 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service Under Other Than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. found unfit by a physical evaluation board to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130, and
3. ordered to a place to await completion of the disability proceedings for the convenience of the Government,

is entitled to travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is entitled to travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to travel and transportation allowances to the college.

### **U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM**

A. General

1. Travel to HOS Authorized. A member on active duty is entitled to travel and transportation allowances to a home selected by the member from the last PDS when the member is:
  - a. retired for physical disability or placed on the TDRL (without regard to length of service);
  - b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);

- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- e. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001); or
- f. separated under the VSI or SSB program from a DoD Service (on/after 5 December 1991 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

A member may select a home :

- a. any place within the United States;
- b. the HOR outside the United States (see par. U5125-A) or the place outside the United States from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or
- c. any other place. ***NOTE: Allowances paid in this case shall not exceed those payable had the member selected a home at a CONUS location specified by the member.***

***NOTE: A member with 18 or more years of active service as of 1 November 1981 may select a home any place in the world.***

2. Travel to HOS Not Authorized. A member on active duty is entitled to travel and transportation allowances under par. U5125-A when the member:
  - a. is retired without pay;
  - b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability or involuntary separation as described in par. U5130-A1e; or
  - c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay other than as described in par. U5130-A1e and U5130-A1f
3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

#### B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.
2. Member Undergoing Hospitalization or Medical Treatment
  - a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after

the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).

b. During the 1-Year Period After the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty After Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

**U5155 NOT USED**

**U5160 ALLOWABLE TRAVEL TIME COMPUTATION**

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. *A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.* The maximum travel time that may be allowed under this paragraph is that which would have been allowed under par. U3005-C had travel been performed entirely by POC. If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the unit's location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the Service concerned. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under pars. U3005, U5160-B, U5160-C, and U5160-D. *Travel time allowed may differ from the time allowed for per diem computation purposes.*

B. Transoceanic Travel. Transoceanic travel time by aircraft or ship is the actual time required for the travel by the usual direct routing. The embarkation or debarkation day at the port while awaiting transportation is included in the actual time for ocean or transoceanic travel regardless of the embarkation or debarkation hour.

C. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, for travel by common carrier at personal expense or by mixed modes (par. U5105-E), is:

- a. travel time authorized for the total distance traveled by POC in whole days as in par. U3005-C, up to the travel time authorized for the official distance between origin and destination, and
- b. 1 day for commercial transportation other than transoceanic (see par. U5160-B).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. U3005-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5160-E).

2. Computation When Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;
Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with par. U3005-C;
Step 3 --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and
Step 4 --Compare the number of days in step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4-day total.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

- a. travel at a leave point;
- b. travel at the old or new PDS or TDY stations; and
- c. travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

Example:

A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles)  
Miami to leave location Chicago, IL (1,392 miles)  
Chicago to new PDS Ft. Irwin CA (2,094 miles)  
Ft. Belvoir to Ft. Irwin is 2,627 miles  
Ft. Belvoir to Chicago is 715 miles

If the member travels by POC the entire trip, travel time is computed using 2,627 miles.

If the member travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the member travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the member travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

D. Elapsed Time Is Less Than Authorized. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

Example: Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

E. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when actual travel time exceeds authorized travel time for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate. ***NOTE: Financial regulations may require that a statement of the circumstances that necessitated the delay explanation, together with the commanding officer's action, be attached to the voucher.***

## U5165 ADVANCE OF FUNDS

Travel and transportation allowances prescribed for members may be paid in advance (see par. U1010-B4). Members failing to complete at least 90 percent of their initial prescribed service periods (par. U5125-A5) and members discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75 percent of the least costly available common carrier transportation mode.

\*D. Examples

EXAMPLE 1

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		600 miles
4 Aug	Dep	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member, spouse, and 4 year-old child travel PCS.  
 Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.  
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).  
 M&IE for new PDS is \$60.

<b>REIMBURSEMENT:</b>		
8/01 - 8/2	2 days @ (\$50 + 37.50 + 25.00) =	\$ 225.00
8/03	\$110 + \$42 = (member)	152.00
	75% x \$152 + 50% x \$152 = (dependents)	190.00
8/04	75% \$60 =	45.00
	75% x \$45 + 50% x \$45 =	56.25
600 miles x \$0.19 per mile =		114.00
Taxi		<u>20.00</u>
<b>Total Reimbursement =</b>		<b>\$802.25</b>

EXAMPLE 2

15 July	Dep:	Old PDS	POC	
	Arr:	POE		300 miles
16 July	Dep	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

Member, spouse, 14 year-old child and 10 year-old child travel PCS.  
 Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.  
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).  
 M&IE for new PDS is \$30.

<b>REIMBURSEMENT:</b>		
7/15	75% times \$62 = \$46.50 plus \$100 (\$100 less than \$126) = (member)	\$ 146.50
	75% (\$146.50) x 2 + 50% \$146.50 = (dependents)	293.00
7/16	75% times \$30 =	22.50
	75% (\$22.50) x 2 + 50% \$22.50 =	45.00
300 miles x \$0.20 per mile =		60.00
Taxi		<u>25.00</u>
<b>Total Reimbursement =</b>		<b>\$592.00</b>

**NOTE: MALT & Lodgings Plus is paid for the same day.**

**U5212 REIMBURSABLE EXPENSES**

The member is authorized reimbursement for the expenses listed in pars. U4520-A and U4520-C incurred incident to dependents transportation. Receipt requirements are the same as those in par. U2510.

**U5215 FACTORS AFFECTING TRAVEL OF DEPENDENTS**

A. Members Attain Eligibility for Dependent Travel. A member, ineligible for dependents' travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is first entitled to dependents' travel and transportation allowances upon a subsequent qualifying PCS, as set forth in this paragraph.

1. While on Duty at a Station to Which Dependents' Travel Is Authorized. When a member attains eligibility for dependents' travel and transportation allowances while at a PDS to which dependents' travel ordinarily is authorized, the member is entitled to travel and transportation allowances for their travel on the member's next PCS. Entitlement is for travel from the dependents' location on the date of receipt of PCS orders, up to the entitlement for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. Dependents temporarily absent from the old PDS at the time orders are received are subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under this subparagraph unless the dependents are command sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependents are scheduled to arrive.

2. While on Duty in a Dependent-Restricted Tour Area. If a member becomes eligible for dependents' travel and transportation allowances while serving a dependent-restricted tour, the member is entitled to travel and transportation allowances only upon PCS to a PDS to which dependents' travel and transportation is authorized. Entitlement is from the dependents location on the date of receipt of PCS orders to the new PDS or to another place authorized under this Part, up to the entitlement for travel from the place where the dependents remained, or to which they moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Child Attains Age 21 or 23 or Loses Student Status While Member Serving OCONUS. A member is entitled to travel and transportation allowances for an unmarried dependent child who was transported at Government expense to the member's OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in:

1. the United States or its possessions, or,
2. the dependent's native country if the dependent is foreign-born.

If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is entitled to travel and transportation allowances described in par. U5241-D1.

C. Dependents Acquired on or Before Effective Date of Orders. Except upon graduation from a Service academy (see par. U5222-A2), a member, who acquires a dependent on or before the effective date of PCS orders, is entitled to dependents' travel and transportation allowances from the place where the dependent is acquired to the new PDS, up to the entitlement for travel from the old PDS to the new PDS. Such entitlement is without regard to:

1. whether TDY is directed or performed en route, or
2. the location of the old or new PDS.

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependents had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructive travel time between the authorized points; or
2. what it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Chapter 4, Part B for the time required for travel between authorized points.

If Government-procured transportation is used, the cost of the Government-procured transportation is subtracted from the entitlement.

\*B. Payable MALT Rate. The MALT rate in par. U2605 applies for actual travel for the distance the dependents traveled separately. When a member and dependents travel together MALT for the dependents is at the rate for the member and dependents, less \$0.15 per mile, for the official distance between the points authorized for the dependents' travel. Ex., A member and 3 dependents travel from the old PDS to the TDY location and then to the member's new PDS. MALT reimbursement for the member's travel is at \$0.15 for the official distance from the old PDS to the TDY location to the new PDS. MALT reimbursement for dependents' travel is limited to the official distance between the old and new PDS at \$0.05 (\$0.20 - \$0.15).

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependents travel separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. U5210-B applies when the dependents travel with the member for the allowable travel time for that leg of the journey.

## U5222 VARIOUS UNIQUE PCS ORDERS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is entitled to dependents' travel and transportation allowances for dependents' travel to the PDS, up to the entitlement for travel from the HOR or the PLEAD to the first PDS.
2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is entitled to dependents' travel and transportation allowances for dependents' travel, up to the entitlement for travel to the PDS, regardless of the point designated in the orders (Service academy or HOR) from which the officer's travel is directed to be performed. When dependents are acquired after the date of an officer's departure (detachment) from a Service academy incident to active duty orders, but on or before the effective date of the orders, the officer is entitled to dependents' travel and transportation allowances for dependents' travel to the new PDS from one of the following:
  - a. HOR;
  - b. Service academy; or
  - c. place where the dependents are acquired. However, if the dependents travel from the place acquired to the HOR or Service academy before the effective date of active duty orders, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This entitlement is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. Members assigned to foreign service colleges on a PCS for 20 or more weeks are entitled to dependents' travel and transportation allowances. The tour length restrictions in par. U5203-B3e and U5203-B3f do not apply.

C. Ordered to an OCONUS Station to Which Dependents' Travel Is Authorized

1. General. When a member is ordered to make a PCS to an OCONUS station to which dependents' travel is authorized, the member is entitled to the dependents' travel and transportation allowances in this subparagraph.
2. Dependents Authorized Concurrent Travel With Member. When dependents are authorized concurrent travel to the OCONUS PDS (whether or not they travel with the member), the member is entitled to allowances from the place the dependents are located when the member receives the PCS order to the OCONUS PDS, up to the entitlement for travel from the last place transported at Government expense to the new PDS. Government transportation facilities for transoceanic travel should be available when used.
3. Concurrent Dependents' Travel Denied
  - a. Delay Anticipated To Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependents' travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is entitled to allowances for dependents' travel to a designated place in CONUS or:
    - (1) a designated place in a nonforeign OCONUS area, if the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or
    - (2) a designated place in a nonforeign OCONUS area, provided the member was called to active duty from that place or it is the member's HOR.

A member is entitled to allowances for the dependents' travel from the designated place to the OCONUS PDS if authorized at a later date, provided the dependents are command sponsored before they travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive there.

- b. Delay Anticipated To Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependents' travel and transportation allowances shall not exceed the entitlement from the last place to which transported at Government expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.
4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave dependents at their current location, or move them to a designated place in:
  - a. CONUS,
  - b. a nonforeign OCONUS area; if:
    - (1) the member was a legal resident of that area before entering on active duty;
    - (2) the member's spouse was a legal resident of that area at the time of marriage;
    - (3) the member was called to active duty from that area;
    - (4) it is the member's HOR; or
    - (5) authorized/approved through the Secretarial Process;
  - c. an OCONUS location at which PCS orders state the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour.

1. personally procured POV transportation was based on erroneous advice of a representative of the Government (Reimbursement under this item shall not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)); or
2. a POV is transported on oceangoing car ferries in connection with a PCS between an OCONUS PDS and a CONUS PDS, or between two OCONUS PDSs provided:
  - a. the use of such service is authorized in the orders concerned;
  - b. commercial shipping services are used; and
  - c. when foreign registered carriers are used, the statement relating to the nonavailability of U.S. registered vessels required by pars. U3125-C4 and U3130-F3 is attached to the reimbursement voucher.

Additional authority exists for reimbursement under other circumstances (see par. U5455-E).

#### **U5435 PORTS USED**

A. Designation of Ports. The Service concerned designates ports to be used for loading and unloading POVs transported under this Part.

\*B. Alternate Ports

1. Transportation may be between ports other than the designated ports (i.e., between alternate ports), provided the member reimburses the Government for any excess cost involved.
2. An alternate port should be in the same country as the designated port, unless an alternate port in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port from which to ship a POV even if the primary port is OCONUS.

C. Transshipment from a Designated Port. A POV transported from an OCONUS port to the designated CONUS port, may be transhipped to another CONUS port if:

1. the PCS orders are amended or modified before the member takes delivery of the POV at the designated POV unloading port;
2. transshipment is authorized by the Secretarial Process;
3. the member agrees to reimburse the Government for the cost of the transshipment; or
4. direct ocean service is not available from the designated POV loading port to the designated POV unloading port in a reasonable amount of time after delivery of the POV.

#### **U5440 FACTORS AFFECTING POV TRANSPORTATION**

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at Government expense may, upon assignment to a new PDS where a shipping entitlement exists, transport the POV from the POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation entitlement, to the POV unloading port/VPC serving the new PDS; or
2. present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater entitlement.

***NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C (if applicable see par. U5410-A) or in connection with authorized POV storage in Chapter 5, Part E2.***

B. Shipping Error. A POV, shipped by the Government to a wrong destination, shall be reshipped or transshipped to the proper destination at Government expense.

C. Orders Amended, Modified, Canceled or Revoked. A POV transported after receipt of PCS orders may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if PCS orders are later amended, modified, canceled, or revoked.

D. Transportation Before Orders Issued. Transportation of a POV is permitted (see pars U5710-A and U5415-B), before PCS orders are issued to an eligible member, provided the request is supported by a:

1. statement from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued;
2. written agreement signed by the applicant to remit the entire cost of transportation if PCS orders to authorize transportation are not issued later;
3. written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the orders is different than that named in the statement required in par. U5440-D1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders are issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty, etc.) may not be considered as advice that the orders will be issued (52 Comp. Gen. 769 (1973)).

#### **U5445 EXCESS COST COLLECTION**

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B8). This provision is not applicable to POV transportation aboard oceangoing car ferries.

#### **U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**

##### **A. Official and Personal Situations**

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

- a. ordered on PCS to an OCONUS PDS, and
- b. who, in anticipation of the dependents accompanying or joining, ships a POV to the OCONUS PDS,

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the shipment when it is determined the return shipment is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Entitlement on Next PCS. *A member who has transported a POV under par. U5455-A1 has no further POV transportation entitlement on the PCS from that PDS.*

3. Disciplinary Action Taken Against Member Stationed OCONUS, or a Member Discharged Under Other than Honorable Conditions or Sentenced to Confinement with or without Discharge When No Dependent Travel Is Involved from OCONUS.

A member whose PDS is OCONUS, and who is not entitled to transportation of a POV in connection with early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without orders, dependents are not returning to CONUS, etc.), is entitled to, and orders may be issued providing for, transportation of a POV to the designated POV VPC/unloading port serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

B. Member Reassigned from OCONUS PDS to Which Dependent Travel Is Authorized to an OCONUS PDS to Which Dependents' Travel Is Not Authorized Before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. delivered a POV to a designated CONUS POV VPC/loading port for transportation to the OCONUS PDS, and
2. after reporting for duty at that PDS, but before the POV is shipped from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized,

transportation is authorized to the CONUS POV VPC/unloading port ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member entitled to dependents' transportation under par. U5240-D is entitled to POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death

1. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, the member's POV may be shipped at Government expense (including required overland transportation) to the member's HOR; to the residence of dependents, next of kin, or other person entitled to receive custody of personal effects; or to such other place as determined in accordance with Service regulations.

2. POV Transported by Other Than the Government. In lieu of having the POV transported by the Government, the member, the dependent, next-of-kin, any other person entitled to receive custody of the POV, or someone designated by one of these may:

- a. drive the vehicle to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls is authorized); or
- b. arrange transportation of the POV and receive reimbursement.

In either case, the total reimbursement shall not exceed the cost that would have been incurred had the vehicle been transported and/or stored at Government expense. See Service claims regulations for Government liability when the vehicle is driven. If a member is reported injured or ill, the allowances provided by this subparagraph are authorized only when a prolonged hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

Reimbursement in such cases is limited to the cost of over water and overland transportation between the points:

- a. the vehicle was transported; or
- b. shipment at Government expense would have been authorized,

whichever is less

### 3. Storage

a. Non-temporary Storage. If the person entitled to receive custody of the POV:

- (1) is not known;
- (2) is subject to litigation; or
- (3) if known has not yet been located and notified to take custody of the POV;

the POV may be stored at Government expense until such time as proper disposition can be made.

b. Temporary Storage. Temporary storage of a POV may be authorized/approved (using the provisions of par. U5375) provided the POV is turned over for shipment within the time limits in par. U5372-B3. Temporary storage in excess of 180 days in such cases is at the expense of the person for whom the shipment is being made.

### 4. Additional Moves

a. Change in Status. A POV transported under par. U5455-E1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.

b. No Change in Status-Member Reported as Missing for More Than 1 Year. A POV transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

## **U5456 TRANSPORTATION INCIDENT TO DIVORCE**

When a member has a POV shipping entitlement under PCS orders, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final shipment of that POV to a destination in accordance with the procedures prescribed in Chapter 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). Transportation under this paragraph exhausts the entitlement for transportation of a POV under the member's PCS orders.

## **U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV**

A. Incident To Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of shipment means turning the POV into the designated POV loading port for shipment before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension shall be for a specific additional time period. A time extension shall, based on the facts and circumstances in the individual case, be a finding that having the POV shipped within that initial time frame would be a hardship for the member.

crossing point/appropriate port. In addition to mobile home transportation to the border crossing/appropriate port, the member also may transport HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) from the designated place to the new PDS. The Government's cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDS. (See example in par. U5505-C8.)

7. Return from PDS Neither in CONUS Nor Alaska. A member is entitled to mobile home transportation:
- a. within CONUS or Alaska and,
  - b. between CONUS and Alaska from the designated place in CONUS or Alaska, or
  - c. the selected point in CONUS or Alaska to the new PDS.

The Government's cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDS. (See example in par. C5505-C8.)

8. Example. Incident to a transfer from a PDS in California to a PDS in Germany, a member is entitled to transportation of 12,000 pounds of HHG. The member transports a mobile home and 1,000 pounds of HHG (using par. U5515-G) from the old PDS to Cleveland, Ohio, and 4,000 pounds of HHG to the new PDS in Germany. The amount that the Government pays for transporting the mobile home and the 1,000 pounds of HHG to Cleveland and the 4,000 pounds of HHG to Germany may not exceed the cost to the Government for transporting the member's PCS HHG weight allowance of 12,000 pounds from the old PDS in California to the new PDS in Germany.

D. Upon Separation from Service, Relief from Active Duty, Placement on Temporary Disability Retired List (TDRL), or Retirement. To be entitled to the mobile home allowances, the mobile home must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

E. Allowable Costs. When a mobile dwelling is transported by Government-procured transportation under par. U5510-A or transported at personal expense by the member who is reimbursed for actual transportation costs under par. U5510-B, allowable costs are limited to the following:

1. the carrier's charges for actual mobile home transportation not to exceed charges published in mobile home carrier tariffs approved by the Interstate Commerce Commission, or a similar state regulatory body, applicable for a mobile home of the size and type and for the distance transported;
2. 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 these permits;
3. charges for a pilot (flag) car or escort services, if required by state law;
4. temporary storage costs (see par. U5555);
5. fuel and oil;
6. parking or dockage fees en route;
7. expando charges;
8. charges for anti-sway devices;

9. rental and transportation of extra axles with wheels and tires when required
10. over-dimension charges and permits;
11. installation and removal of temporary lights;
12. labor costs for blocking and unblocking (including anchoring/unanchoring) at origin and destination;
13. labor costs associated with repair and replacement of tubes and tires;
- \*14. wrecker service when required;
15. circuitous routing when required;
16. packing and unpacking of HHG associated with the mobile home;
17. disconnecting and connecting utilities;
18. labor cost for removal and installation of skirting;
- \*19. cost of separating, preparing, and sealing each section for movement and reassembling the two halves of a double-wide mobile home; and
- \*20. other special services, determined necessary by the transportation officer, that are not prohibited in par. U5505-F.

***\*Pars. U5505-E5 and U5505-E6 apply only when the mobile home is transported by the member or dependents.***

from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel Upon Discharge. Upon discharge from the Financial Assistance Program, members are entitled to the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 U.S.C. §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is entitled to the PCS allowances in Chapter 5, Part B. The entitlement is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

F. Travel Allowances for Member Entitled to Medical and Dental Care. A member, entitled to medical or dental care under 10 U.S.C. §1074a for an illness, disease, or injury incurred or aggravated while:

1. on active duty for a period of 30 days or less;
2. on inactive duty training;
3. on funeral honors duty;
4. traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1 through U7150-F3; or
5. remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is entitled to travel and transportation allowances in Chapter 3 and Chapter 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no entitlement.

G. 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 TDY under Chapter 3 and Chapter 4.

#### H. Station Allowances

1. General. A member of a reserve component, called (or ordered) from a residence OCONUS to active duty/active duty for training, is entitled to station allowances in Chapter 9 in the circumstances described in pars. U7150-H2, U7150-H3 and U7150-H4. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command sponsorship requirements. The only requirement is that the member must reside permanently in the area concerned at the time called (or ordered) to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for members of reserve components called (or ordered) to active duty from Alaska or Hawaii locations.

2. Called to Active Duty for 20 or More Weeks. Except as provided in par. U7150-H3, a member of the reserve component called (or ordered) to active duty from a location OCONUS for 20 or more weeks at one location is entitled to station allowances for the location from which called (or ordered) to active duty, beginning on the day the member is entitled to a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. Entitlement to station allowances for the PDS location begins on the day the member reports at that location. A member called (or ordered) to active duty from a location in the CONUS for 20 weeks or more at one location is entitled to station allowances in the same manner as a regular member.

3. Called (or Ordered) to Active Duty for 20 or More Weeks But Not Authorized HHG Transportation. Except when transportation of HHG is authorized, a member of a reserve component called or ordered to active duty (other than for training), and a DoD retired member ordered to active duty under 10 U.S.C. §688(a), for 20 or more weeks at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) shall be:

- a. considered to be assigned to duty at that residence, and
- b. be paid station allowances at the rate for that location.

Shipment of HHG under TDY orders in accordance with Chapter 4, Part H, does not affect this entitlement. Entitlement to station allowances begins on the day the member is entitled to a housing allowance. Per diem is payable as indicated in par. U7150-A4d.

4. Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of a reserve component called (or ordered) to active duty from an OCONUS location for less than 20 weeks is entitled to station allowances: 1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or 2) whenever there is no per diem entitlement. The member is entitled to station allowances at the rate prescribed for the location of the member's principal place of residence at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

**U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY**

Except for periodic physical examinations covered by par. U7250, retired members (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are entitled to travel and transportation allowances as provided in par. U7150 for members of the reserve components.

**\*U7175 MUSTER DUTY ALLOWANCE FOR READY RESERVE**

A member of the ready reserve (not a member of the National Guard or the Selected Reserve) is authorized an allowance for muster duty if that duty is for at least 2 hours (37 U.S.C. §433). The allowance amount is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed. See par. 580106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD (<http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf>) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (<http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/MANUALS.HTM>):

**\*Effective 1 January 2002**

Muster Duty Pay is \$154.38

**CHAPTER 8**  
**COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST**  
**AREAS IN CONUS (CONUS COLA)**

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<b>U8013</b>	<b>CONUS COLA at With Dependent Rate for Members With Physical Custody of Children</b>
<b>U8014</b>	<b>CONUS COLA Incident to Evacuation of Member's PDS</b> <ul style="list-style-type: none"><li>A. Members With Dependents</li><li>B. Members Without Dependents</li></ul>
<b>U8015</b>	<b>Early Return of Dependents</b>

connection with a PCS transfer, but entitlement to the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as provided in par. U8005-A5, a member departing from a PDS:

1. OCONUS incident to a PCS to a PDS named in the orders in the CONUS, is entitled to CONUS COLA applicable to the new PDS effective on the date the member reports at the new PDS, or the date the member reports at a TDY location if the member reports there first;
2. incident to an OCONUS PCS to a PDS in the CONUS, is entitled to a CONUS COLA applicable to the TDY location effective on the date the member reports at that location, if a new PDS is not named in the orders; or,
3. within the CONUS incident to a PCS to a new PDS in the CONUS, with TDY en route at a location to which the member commutes from the permanent quarters that will be occupied at the new PDS,

will be entitled to the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

#### **U8005 PRIMARY DEPENDENTS DO NOT RESIDE AT LOCATION OF PDS**

A. Member Serves in an OCONUS Unaccompanied Status. When the primary dependent establishes a residence or resides in CONUS incident to a member's transfer in an unaccompanied status to an OCONUS PDS, or while the member is assigned in an unaccompanied status at an OCONUS PDS, entitlement to CONUS COLA in specific circumstances will be as indicated in the following items. (In instances of multiple dependent locations, CONUS COLA entitlement will be based on the location of the residence of the primary dependent). When the primary dependent:

1. retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA will continue at the rate applicable to the old PDS and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the location of the primary dependent's residence will begin on the day the member reports to the new PDS. Entitlement to CONUS COLA will be reduced by the number of days authorized under par. U5160 for direct PCS travel.
2. relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, entitlement to CONUS COLA at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence will begin when the primary dependent arrives at the location of the new residence, or when the member reports to the new PDS in connection with the transfer, whichever is later. Entitlement to CONUS COLA based on the rate payable for the old PDS will continue through the day before the day the rate applicable for the location of the new permanent residence begins, but must be reduced by the number of days authorized under par. U5160 for direct PCS travel.
3. relocates a residence while the member is serving in an unaccompanied status, entitlement to CONUS COLA at the rate payable for the location of the old permanent residence will continue through the day before the day the primary dependent arrives at the location of the new permanent residence. Entitlement to CONUS COLA at the rate applicable to the location of the new permanent residence will begin on the day the primary dependent arrives at that location.
4. resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY in CONUS or incident to an OCONUS transfer to another PDS in an unaccompanied status, entitlement to CONUS COLA will continue and will be based on the location of the permanent residence of the primary dependent. CONUS COLA must be reduced by the number of days authorized under par. U5160 for the direct PCS travel.
5. resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, entitlement to CONUS COLA at the rate applicable to the location of the primary dependent's permanent residence will continue through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for direct PCS travel. Entitlement to CONUS COLA at the rate prescribed for the new PDS will begin on the day the member reports at that station.

6. establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, entitlement to CONUS COLA at the rate applicable to the location where the primary dependent establishes a permanent residence will begin when the primary dependent arrives at the location of the new residence, provided all dependents have departed the overseas location. When payment of CONUS COLA begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

\*B. Member's PDS in CONUS and Dependents Do Not Reside at PDS Location

1. General

a. A member is authorized only one CONUS COLA.

b. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence in a location other than the member's CONUS PDS location, then the member is authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

c. Secretarial determinations may be issued when the member is:

(1) Assigned to a PDS in an area where sufficient quantities of housing do not exist;

(2) Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a designated place in CONUS;

(3) Assigned, or is in receipt of a PCS order, to a ship entering overhaul involving a homeport change and the primary dependent is not relocated incident to the homeport change;

(4) In receipt of a PCS order to a unit with a promulgated homeport change and the primary dependent relocates to the announced homeport (or designated place in CONUS, if appropriate) before the effective date of the homeport change;

(5) Reassigned to improve mission capability and unit readiness and disadvantaged as a result, in receipt of PCS orders between duty stations located in the same proximity, and disallowed HHG transportation (see par. U5355). (The Secretarial Process must determine that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness); or,

(6) Assigned to indeterminate TDY, or TDY pending further orders.

d. *In addition to the specific cases above*, the Secretarial Process, may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to draw CONUS COLA based on the PDS location. This determination is made only in cases where the necessity to reside separately is caused by conditions at the PDS. ***This does not cover a member's or primary dependent's personal election as the reason for residing separately.***

2. Rates Applicable. The rate applicable to the location where the primary dependent establishes a permanent residence will be effective on the date the primary dependent arrives at the location of the new residence or the date the member reports to the new PDS in connection with the transfer, whichever is later. Entitlement to CONUS COLA based on the rate payable for the location of the primary dependent's old permanent residence, or the member's old PDS, will continue through the day before the day the rate applicable

for the location of the new permanent residence begins, less the number of travel days authorized under par. U5160 for direct travel between the old and new PDSs. If the primary dependent does not relocate, entitlement to the CONUS COLA based on the rate payable for the location of the primary dependent's permanent residence, or the member's old PDS, will continue, except the entitlement will be reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs. When the primary dependent's permanent residence is in an area that has a different rate than the old PDS, and the member's entitlement was based on the rate payable for the old PDS, the rate applicable to the location of the primary dependent's permanent residence begins on the day the member reports to the new PDS. The rate payable for the old PDS continues through the day before the day the rate applicable for the location of the primary dependent's permanent residence begins, but entitlement to the allowance is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs.

#### **U8006 DEPENDENTS ARRIVE AT OVERSEAS PDS AFTER MEMBER**

A member, assigned to an OCONUS PDS and authorized CONUS COLA on behalf of dependents residing separately from the member in the CONUS, is entitled to that allowance while the dependents visit at or near the member's PDS continuously for 90 days or less. Facts must show the dependents are merely visiting (not changing residence). If the visit exceeds 90 days, a member is not entitled to CONUS COLA on behalf of dependents residing separately from the member beginning on the 91st day, unless the visit is extended because of illness or other emergency, or the member is entitled to a CONUS COLA on behalf of the primary dependent who is not visiting the member.

#### **\*U8007 MEMBER IN NONPAY STATUS**

Entitlement to CONUS COLA may be continued for the same period and under the same conditions as entitlement to BAH when a member is in a non-pay status (see DoD 7000.14-R, "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A), paragraph. 30251 for DoD members and Service pay regulations for members of non-DoD services). Payment is made directly to dependents and not to the member, when the member's BAH is paid directly to dependents.

#### **U8008 ENTITLEMENT WHEN MEMBER IS HOSPITALIZED**

For the purpose of the CONUS COLA entitlement, the hospital to which a member is transferred is considered the member's PDS when it is determined prolonged hospitalization will be required and appropriate orders associated with the prolonged hospitalization determination are issued. This paragraph applies if a member is transferred from a PDS outside the United States to a hospital in the United States for observation and treatment, or when a member is transferred from a PDS in the United States to a hospital in the United States for observation and treatment.

#### **U8009 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA**

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without dependent rate (Chapter 9), and a CONUS COLA at the with dependent rate applicable for the CONUS high cost area where the primary dependent resides. This may occur only if there are no command sponsored dependents residing with the member. If dependents of a member assigned to an OCONUS PDS are authorized an extension of OCONUS COLA at their place of residence, in accordance with par. U9101-B or C, after the member departs, the member may be paid the OCONUS COLA at the with dependent rate, and a CONUS COLA at the without dependent rate based on the new PDS, through the day entitlement to OCONUS COLA terminates. On the following day, the member may be paid CONUS COLA at the with dependent rate for the CONUS PDS.

**U8010 MEMBER PAYING CHILD SUPPORT**

A member with dependents authorized:

1. BAH at the with-dependent rate (grandfathered members who were assigned Government quarters and receiving BAQ at with-dependent rate based solely on the payment of child support on December 4, 1991); or
2. BAH-DIFF solely because the member is paying child support, is entitled to CONUS COLA at the without-dependent rate.

**U8011 MEMBERS OF RESERVE COMPONENTS**

A. Called (or Ordered) to Active Duty for 20 or More Weeks. Reserve component members called (or ordered) to active duty for 20 or more weeks at one location are entitled to CONUS COLA at the rate prescribed for the PLEAD, beginning on the day the member is entitled to BAH (66 Comp. Gen. 453 (1987)). The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. Entitlement to a CONUS COLA at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA entitlement is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

B. Called (or Ordered) to Active Duty for Less Than 20 Weeks. Members of the reserve components called (or ordered) to active duty for less than 20 weeks are not entitled to CONUS COLA unless the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation.") A member called (or ordered) to active duty in support of a contingency operation is entitled to CONUS COLA at the rate prescribed for the location of principal place of residence at the time called or ordered to active duty.

**U8012 NEW MEMBERS**

Newly inducted enlisted or reenlisted members, officers, or officer candidates are entitled to CONUS COLA at the rate prescribed:

1. for members without dependents, the duty location to which assigned; or,
2. for members with dependents, the location of the primary dependent.

The rate for members without dependents shall change on the day the member arrives at each new duty location until the member arrives at the designated initial PDS. The rate is based on the location of the primary dependent for members with dependents until the day before the day the member arrives at the member's initial PDS. The CONUS COLA entitlement is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS.

**U8013 CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN**

Generally, a divorced or legally separated member with legal custody of a child or children of the marriage is entitled to CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is entitled to CONUS COLA at the with-dependent rate when the following conditions are met:

1. the member must be entitled to BAH, and

U9155	<b>Noncommand Sponsored Dependents in Vicinity of PDS</b>
U9156	<b>Fractional COLA for a Member Without Dependents</b>
U9157	<b>COLA for Member With Dependents</b> A. General B. Dependents Arrive at or in Vicinity of OCONUS PDS Before Member
U9158	<b>Geographic COLA Locations</b>
U9159	<b>Submission of COLA Reports</b>
U9160	<b>Station Allowances for Members of the Reserves</b>

## **PART C: TEMPORARY LODGING ALLOWANCE (TLA)**

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**PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES**

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**PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND  
INTERIM HOUSING ALLOWANCE****U9100 GENERAL**

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing:

1. the rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with
2. the member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

**U9101 OHA STARTS/STOP**

\*A. Start. OHA generally starts on the day a member reports to a new PDS, or when dependents arrive prior to their sponsor, as specified in par. U9110-C. OHA starts on the day after the member's reporting day if, on the reporting day, a member:

1. without dependents is authorized to MALT PLUS per diem or TLA; or
2. with dependents is authorized to MALT PLUS per diem for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. an extension is authorized under par. U9101-C, or
2. OHA is authorized under par. U9103,

OHA authorization stops on the:

1. day before the member departs in compliance with PCS orders,
2. homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
3. day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed dependent departure is necessary for reasons beyond the member's (including member's death -- see par. U9104) or dependents' control (such as illness or hospitalization of the dependent(s), school term completion, acceptable housing lack at the new PDS, dependent

transportation difficulties, HHG transportation delays to the new PDS, Service exigencies, and similar reasons). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. OHA continuation beyond the 60-day period authorized in par. U9101-B may be authorized by the Service's Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the old PDS vicinity, see par. U9301-B1.

#### **U9102 CONCURRENT PAYMENT OF OHA AND TLA.**

OHA is not payable when a member is receiving TLA for the member and/or dependents, except when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9101-B or U9101-C;
2. dependents precede the member to the new PDS in accordance with par. U9110-C;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters);
4. station allowances are authorized under par. U9301; or
5. upon the member's death, TLA, for up to 10 days, may be authorized in conjunction with OHA payment to dependents while dependents are awaiting transportation home. (See par. U9104).

OHA may be paid if authorized/approved by the Service's Secretarial Process, beginning the date the lease for permanent quarters on the local economy begins, during any authorized/approved TLA period for a member who could not occupy the permanent quarters due to non-delivery of the member's HHG or Government-owned furniture/appliances.

#### **U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS shall be paid through the day before the member reports to the new PDS.

#### **U9104 OHA CONTINUATION FOLLOWING MEMBER'S DEATH**

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

***NOTE 1: DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see <http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf>). (Also see par. U9102 for continued TLA for up to 10 days.)***

***NOTE 2: Non-DoD Members - See Service pay regulations. (Also see par. U9102 for continued TLA for up to 10 days.)***

#### **U9105 DETERMINING MONTHLY RENT**

A. General. Monthly rent is the amount paid per month by a member for possession and use of a dwelling place. (The term "dwelling place" includes a mobile home or vessel.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant must be used in computing the OHA. The cost of a separate lease for parking at or in the vicinity of the dwelling place also can be added to the member's dwelling lease amount in determining the member's total rental amount. The cost of parking at the place of duty is not included in rent. The following rules apply for determining rent.

1. If member must pay a recurring condominium or homeowner association fee, it is prorated to a monthly charge and incorporated into member's rent.
2. If a member owns the dwelling place, the monthly "rent" is derived by dividing the actual purchase price of the dwelling or residence by 120 (settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price). The amount of any personal installment type loans (not including loans used to furnish or decorate a home or loans for personal reasons, or credit card or line of credit loans) and real estate equity loans obtained for the purpose of renovating, repairing or enlarging the current dwelling place are added to the actual purchase price before determining the rent (loans obtained on or after 1 June 1991 and the existing balance on 1 June 1991 of loans obtained prior to 1 June 1991 may be added to the purchase price).
3. If the dwelling place owned by the member is a mobile home or vessel, the monthly lot rental or berthing fee paid is added to this amount.
4. If the member is a sharer, the member's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
5. If a member is involved in an arrangement where the member pays rent in advance and the landlord agrees to reimburse the member all or substantially all rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA entitlement is zero.
6. If the rent changes, recompute OHA.

B. Sharers. Sharers are entitled up to the maximum rental allowance ceiling set for a member without dependents unless they are accompanied by one or more command-sponsored dependents. The OHA to which each sharer is entitled is computed by adding:

1. the sharer's prorated share of the rent paid or the maximum rental ceiling established for the sharer's grade and locality, whichever is less, plus
2. the prorated monthly Utility/Recurring Maintenance Allowance.

The difference between this sum and the sharer's BAH-II or FSH, whichever applies, is the sharer's OHA. A member entitled to MIHA (see par. U9107 and Appendix N for specific rules) shall receive a full rather than prorated "Miscellaneous" allowance. Only one sharer may claim reimbursement for any individual rent or security-related expense.

C. Maximum Rental Ceiling. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in Appendix K, Table I.

#### **U9106 UTILITY/RECURRING MAINTENANCE ALLOWANCE**

The utility/recurring maintenance allowances in Appendix K, Table I, are based on expenses reported by members with dependents, where possible.

A. Utility/Recurring Maintenance Allowance Categories. For utility/recurring maintenance allowance purposes, members are in one of the following categories:

1. member married to member and maintaining a joint household - each member is entitled to half of the utility/recurring maintenance allowance subject to rules in pars. U9106-C through U9106-E;
2. member (other than member described in item 1) defined as a sharer in par. U9000-C - member is entitled to a pro-rata share of the utility/recurring maintenance allowance subject to rules in pars. U9106-C through U9106-E;
3. member with dependents - member is entitled to the utility/recurring maintenance allowance subject to rules in pars. U9106-C through U9106-E;

4. member without dependents and not defined as a sharer in par. U9000-C - member is entitled to 75 percent of the utility/recurring maintenance allowance (unless a specific rate has been set for these members in Appendix K, Table I) subject to rules in pars. U9106-C through U9106-E.

**B. Determining Whether Rent Includes All, No, or Some Utilities.** DD Form 2367, Individual Overseas Housing Allowance (OHA) Report, is used to determine a renter’s utility/recurring maintenance allowance entitlement.

1. Question 7a (no utilities included in rental/lease agreement) should be checked if the member separately pays for all utilities.
2. Question 7b (all utilities included in rental/lease agreement) should be checked if the member does not separately pay for any utilities (excluding phone).
3. Question 7c (some utilities included in rental/lease agreement) should be checked only when the member separately pays for some utilities (excluding phone) while others are included in rental payments.

If 7c is checked and neither the member nor the landlord pays for a particular utility/service listed under 7c, then that particular utility/service box should not be checked.

**C. Rent Includes All Utilities.** When rent includes all utilities, a member is not entitled to the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in subpar. A, is added to the member’s rental allowance ceiling when computing the OHA.

**D. Rent Includes No Utilities or Member is a Homeowner.** When rent includes no utilities or a member is a homeowner, the member is entitled to the utility/recurring maintenance allowance in par. U9106-A.

**E. Rent Includes Some Utilities.** When rent includes some utilities, a member might not be entitled to all of the utility/recurring maintenance allowance in par. U9106-A. However, the amount the member is not entitled to is added to the appropriate rental allowance ceiling when computing the OHA.

1. **Determining UTILITY POINT SCORE When Rent Includes Some Utilities.** Based on the climate code of the duty location (Appendix K, Table I) and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a UTILITY POINT SCORE is computed for a member. This score determines the amount of utility/recurring maintenance allowance entitlement. Using the appropriate climate code column in the table shown below, the member is credited with UTILITY POINTS for each utility/service inquiry listed under question 7c that was not checked. Member is given credit for each box not checked, regardless of availability of service.

	<b><u>Climate Code (See App K)</u></b>		
	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

2. **Determining Amount of Allowance When Rent Includes Some Utilities.** The total UTILITY POINT SCORE is matched to the following table to determine the utility/recurring maintenance allowance percentage in par. U9106-A to which the member is entitled.

<b><u>IF UTILITY POINT SCORE IS</u></b>	<b><u>member is entitled to the following percentage of allowance in par. U9106-A</u></b>
0	0
1-2	25
3-4	65
5-9	100

**U9107 MIHA**

A. General. In most cases, members are entitled to MIHA if they are entitled to OHA. Instructions for completing DD Form 2556 and/or DD Form 2367, which must accompany all MIHA claims, are in Appendix N. MIHA/Miscellaneous expenses are reported by members residing in privately leased quarters annually via a mail-out survey. The instructions for completing the annual survey is mailed to each country's allowance coordinator, as referred to in Appendix M, par. D. These instructions, entitled Annual Housing Report Instructions, can be found at the end of the Introduction to Appendix K, and should be given the widest possible dissemination. To ensure that proper allowances are set, accurate, uniform and complete reporting of costs is essential.

**B. MIHA Rules and Information**

1. To be entitled to a MIHA, a member must be eligible for OHA.
2. The purpose of MIHA is to defray costs associated with occupying privately leased/owned quarters covered by the OHA program.
3. There is no MIHA entitlement when:
  - a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
  - b. a member executes a PCS but remains in the same dwelling place;
  - c. a member moves from Government quarters to a non-Government residence under par. U5355-A5 (Separation) or U5355-B6 (Retirement).
4. A member who was eligible for Initial/Terminal Occupancy Allowance through 31 August 1993 is not entitled to MIHA unless a PCS move is made with subsequent OHA entitlement or is covered by a special rule in par. U9107-B5c.
5. There are three types of MIHA payments. They are:
  - a. MIHA/Miscellaneous. Reflects average expenditures made by members to make their dwellings habitable. This lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in dwellings OCONUS. The amount payable is in Appendix K. This amount, determined from members' actual expenses, is computed based on expenses reported to PDTATAC each year. Only one payment is authorized at a PDS unless par. U9107-B7 applies.
  - b. MIHA/Rent. Homeowners are ineligible. This covers reasonable rent-related expenses in total. These are fixed, one-time, nonrefundable charges levied by the landlord, the landlord's agent or a government which a member must pay before or upon occupying a dwelling place. Examples are real estate agent's fees, redecoration fees, and one-time lease taxes. Advance rental payments or refundable deposits are not covered. Recurring costs also are excluded. Any expenditure considered unreasonable by the authorizing/approving official must be disallowed in part or total.
  - c. MIHA/Security. Covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist and/or criminal threat. Qualifying areas and additional rules are listed in Appendix N, par. B4. All members eligible for OHA are covered by MIHA/Security (subject to rules in this paragraph and Appendix N, par. B4) provided expenses are incurred on or after 1 September 1990. Examples of permissible items are security doors, bars, locks, lights, and alarm systems. Expenditures which are not related to the physical dwelling, such as for personal security guards or dogs, are not covered.

6. All members entitled to MIHA shall receive MIHA/Miscellaneous. To obtain this entitlement, the "Housing Officer or Appropriate Official" shall check the appropriate boxes in question 11a of DD Form 2367. For the selected members who have qualifying rent or security related expenses, DD Form 2556 must be completed (see special rules for MIHA/Security in Appendix N, par. B4).
7. An eligible member is authorized MIHA for only one dwelling place during a tour at a PDS unless a Government-funded short distance move occurs and the member occupies another dwelling covered by OHA.
8. Members classified as sharers and entitled to MIHA are entitled to a full MIHA/Miscellaneous. In the case of MIHA/Rent and MIHA/Security, however, only one sharer may claim any individual expense (see special rules for MIHA/Security in Appendix N, par. B4).
9. If appropriate receipts/documents are not provided, claims for MIHA/Rent and/or MIHA/Security must be rejected.

#### **U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS**

Entitlement to OHA may be continued for the same period and under the same conditions as entitlement to BAH-II when a member is in a nonpay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment shall be made directly to dependents, and not to the member, when the member's BAH-II is paid directly to dependents.

#### **U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS**

A. General. Except when:

- \*1. a MALT PLUS per diem is payable on the arrival day; or
2. prohibited for noncommand-sponsored dependents by par. U9109-B;

OHA is payable to a member without dependents as defined in:

1. par. U9000-B1, for any day the member is receiving BAH-II at the full without-dependents rate;
2. par. U9000-B2, U9000-B3, or U9000-B5, for any day adequate Government quarters are not available for assignment to the member or inadequate quarters are not used.

In cases of field duty or sea duty when adequate Government quarters are available for assignment to the member or inadequate quarters are used, the member is entitled to OHA only for the number of days the member is entitled to a BAH-II. In computing OHA under this subparagraph for a member:

1. who has no dependents,
2. whose dependents do not reside in the vicinity of the PDS, or
3. whose dependents are not under the member's legal custody and control,

the total of the rent paid and the monthly utility/recurring maintenance allowance for the area is reduced by an amount equal to the BAH-II at the without-dependent rate for the member's grade (See par. U9110-A1 concerning reduction for member paying child support.) In computing the OHA for a member who has all dependents residing in the vicinity of the PDS in a noncommand-sponsored status, the total of the rent paid and the monthly utility/recurring maintenance allowance for the area concerned is reduced by an amount equal to the BAH-II at the with-dependent rate for the member's grade.

B. Noncommand Sponsored Dependents in Vicinity of PDS. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the United States:

**PART B2: COST OF LIVING ALLOWANCE (COLA)****U9150 COLA**

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS. The COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. Allowances to cover official entertainment expenses are not authorized by 37 U.S.C. §405 and are not included in this Volume.

B. Allowances Payable. The COLA amount payable is shown in Appendix J. Specific instructions are in the paragraphs preceding the tables or are elsewhere in this Volume. From time to time, a special determination may be issued by the Secretary concerned and the PDTATAC Director authorizing different rates due to special circumstances. COLA rates are based on the member's PDS except as indicated in pars. U9300 and U9301 and in Chapter 6.

**U9151 COLA START/STOP**

\*A. Start. COLA entitlement generally starts on the day a member reports to a new PDS or, when dependents arrive prior to their sponsor, as specified in par. U9157-B. COLA entitlement starts on the day after the reporting day if, on the reporting day, a member:

1. without dependents is authorized a MALT PLUS per diem or TLA; or
2. with dependents is authorized MALT PLUS per diem for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9152 for exceptions.)

B. Stop. Unless

1. an extension is authorized under par. U9151-C, or
2. COLA is authorized under par. U9153,

COLA entitlement stops:

1. the day before the member departs in compliance with PCS orders,
2. on the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned, or
3. on the day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

COLA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG shipment to the new PDS, exigencies of the Service); the member's new commanding officer or designated representative may terminate COLA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Entitlement to COLA beyond the 60-day period authorized in par. U9151-B may be authorized by the Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

**U9152 CONCURRENT PAYMENT OF COLA AND TLA**

A. General. Ordinarily, COLA is not payable when a member is receiving TLA for the member and/or the dependents.

B. COLA Paid and Not Deducted from TLA. COLA is paid and not deducted from TLA when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9151-B or U9151-C;
2. dependents preceded the member to the new PDS in accordance with subpar. U9157-B;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2;
4. station allowances are authorized under par. U9301; or
5. a reduced TLA in the situation described in par. U9207-H is paid.

C. COLA Paid But Deducted from TLA. When COLA is paid, in accordance with Service regulations while the member is entitled to TLA, then COLA is deducted from TLA as indicated in par. U9207-E, step 4 and par. U9207-I, Example 4. ***NOTE: Service regulations may only authorize concurrent payment to stabilize the member's pay.***

**U9153 COLA ENTITLEMENT INCIDENT TO PCS BETWEEN PDS IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs located in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to COLA during that period. If the COLA rate differs between the old and new PDS, the rate for the old PDS is paid through the day before the member reports to the new PDS.

**U9154 COLA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS**

A. Government Mess Availability

***NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government mess (see par. U9000-F and Appendix A), then mess is available. Payment of BAS is independent of the reality of the Government mess being available.***

1. Member With Government Quarters and Government Mess Available. A member who has Government quarters available at the PDS (including a vessel) and a Government mess available, is entitled to COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. A member who does not use available Government quarters and/or Government mess because of the presence of noncommand sponsored dependents is entitled to COLA under this subparagraph. See par. U9156.
2. Member with Government Quarters Available but Without Government Mess Available. A member who has Government quarters but who does not have a Government mess available for 3 meals a day at the PDS is entitled to COLA at the rate specified in Appendix J, Table II in the 0 dependent column.
3. Member With Government Quarters Available but for Whom Use of a Government Mess is Impractical. A member who has Government quarters available, but whose commanding officer, or designee, furnishes a statement that Government mess use is impractical, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents. See par. U9156.

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

**KEY BILLET.** An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.***

**LAST DUTY STATION.** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**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. 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) FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

**MISSING STATUS.** The absence status of a member who is officially carried or determined to be:

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

**MIXED MODES.** Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. 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 towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member 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 member or the members' dependents.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for the authorized use of a POC during official PCS travel. The total 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. U2605 for current rates.

**NONCOMMAND SPONSORED DEPENDENT.** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NONFOREIGN 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.** Outside CONUS.

**OFFICER.** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

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

**OVERSEAS.** See OCONUS.

**PER DIEM ALLOWANCE.** 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 1 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters, fires furnished in room when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE 1 below)*. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

*\*NOTE 1: a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid.*

*b. 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/opdrform.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.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. **Incidental Expenses.** Incidental expenses include:

## APPENDIX E

### INVITATIONAL TRAVEL ORDERS

#### PART IV: FREQUENTLY ASKED QUESTIONS ABOUT 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. Why can't contractors 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 website: <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.

**\*16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?**

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

**\*17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!**

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

**For more information on GSA's Airline City Pairs Program, see the GSA website at**

**<http://www.fss.gsa.gov/citypairs/>**, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Mr. Eddie Murphy  
Contract Specialist  
(703) 305-3376

Ms. Andrea Dingle  
Contracting Officer  
(703) 305-6190

Mr. Thomas Uberto  
Contracting Officer  
(703) 305-7822

**APPENDIX K**

**OVERSEAS HOUSING ALLOWANCE (OHA)**

**PART I: GENERAL INFORMATION**

- A. General
- B. Rent
- C. Utility/Recurring Maintenance Allowance Expenses
- D. Move-In Housing Allowance (MIHA)
- E. Fixed Exchange Rate
- F. OHA Computation Steps

**PART II: BRIEFING SHEET**

- A. OHA Overview
- B. Required Form(s) Submission
- C. Rental Allowances
- D. Utility/Recurring Maintenance Allowances
- E. Move-In Housing Allowances (MIHA)/Miscellaneous Expenses
- F. Rental Advances

**PART III: MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES**

Table I - Reportable MIHA Miscellaneous Expense Items

Table II - Non-Reportable MIHA Miscellaneous Expense Items

**PART IV: RENTAL ADVANCE PROTECTION**

Table I - Countries *Currently* Authorized OHA Rental Advances

Table II - Countries *Previously* Authorized OHA Rental Advances

## APPENDIX K

## OVERSEAS HOUSING ALLOWANCE (OHA)

## PART I: GENERAL INFORMATION

*For Appendix K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA ceilings, see the PDTATAC website at:*

<http://www.dtic.mil/perdiem/allooha.html>

A. General

1. Purpose. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Hawaii and Alaska) authorized to live in private housing. OHA defrays the member's housing costs and includes the following three components:

- a. rent,
- b. utility/recurring maintenance expenses, and
- c. move-in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on the difference between the member's:

- a. BAH-II or FSH, and
- b. the member's reported rental amount, up to the locality OHA rental ceiling, plus
- c. the appropriate utility amount based on the member's status.

3. OHA Locality/Rate Tables. OHA rates are contained within individual country tables that list all authorized OHA areas within each country. Locality/country tables are regularly updated and located on the PDTATAC website at <http://www.dtic.mil/perdiem/allooha.html>. The following information applies to all OHA tables:

- a. Where only an island or country is listed, all territory within the island's/country's boundaries are included (including all offshore islands in the same general vicinity).
- b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.
- c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).
- d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance Ceiling. Locality OHA rental ceilings are based on actual rental cost data for members with command-sponsored dependents residing in private housing. The OHA program is designed (ordinarily) to cover actual rental costs for 80 percent of the assigned members.

1. With-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at <http://www.dtic.mil/perdiemallooha.html>) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F, for OHA calculation examples. When computing an OHA rental ceiling and *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is *added* to the rental-ceiling portion.

2. Without-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at <http://www.dtic.mil/perdiem/allooha.html>) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F for OHA calculation examples. When computing an OHA rental ceiling and *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is *added* to the rental-ceiling portion. The without-dependents ceiling is 90 percent of the with-dependents ceiling.

3. Homeowners. If a member is a homeowner the derived 'rent' is computed by dividing the original home purchase price by 120. Settlement costs, title search fees, and other legal/related costs *are not included* in the original purchase price. **NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24.**

4. Sharers. To determine the monthly rent for each sharer when a member is a sharer (as defined in par. U9000-C), divide the *total* monthly rent amount by the number of sharers living in the dwelling.

C. Utility/Recurring Maintenance Allowance Expenses. The utility/recurring maintenance allowances found in the OHA locality tables at <http://www.dtic.mil/perdiem/allooha.html> are based on member (with-dependents) reported expenses.

1. Monthly Allowance. A monthly utility/recurring maintenance allowance is:

a. provided for each individual OHA locality (see locality tables at the PDTATAC website <http://www.dtic.mil/perdiem/allooha.html>),

b. based on actual member-reported expense data for members with dependents who pay all (or a majority) of their utilities,

c. covers the utility costs for 80 percent of members assigned to an area,

d. paid to sharers (see par. U9000-C) on a pro rated amount of the net allowance,

e. paid to members 'without dependents' (who *are not* sharers) at 75 percent of the 'with dependents' rate (see par. U9106 for more information on Utility/Recurring Maintenance Allowance), and

f. subject to elimination or reduction if all or parts of the utilities are included in the rent (see par. U9106).

2. Rent Includes All, No, or Some Utilities. Amount of monthly utility/recurring maintenance allowance is determined by the member's responses to the utility questions in block 7, DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report). For more information when rent includes *all* or *no* utilities see par. U9106. When rent includes *some* utilities, the locality *climate code* and the *utility point score* determine the monthly utility/recurring maintenance allowance amount.

a. Climate Codes. Locality climate codes are indicated on each locality table (see PDTATAC website at <http://www.dtic.mil/perdiem/allooha.html>). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate *points* for each utility/service that *was not* checked in block 7c, DD Form 2367. The final number is the member's total *utility point score*.

<b>Climate Code Utility Points (See Appendix K OHA Locality Tables)</b>			
	<b>3</b>	<b>2</b>	<b>1</b>
	<b>Hot</b>	<b>Moderate</b>	<b>Cold</b>
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

<b>Percentage Utility/Recurring Maintenance Allowance Payment</b>	
<b>Total Utility Point Score</b>	<b>Allowance Percentage</b>
0	0
1-2	25
3-4	65
5-9	100

D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see PDTATAC website <http://www.dtic.mil/perdiem/allooha.html>) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See Appendix N for specific MIHA information. Part III of this Appendix includes a list of reportable move-in expenses.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through five to determine a member's OHA. ***NOTE: BAH-II deduction (Step 5) is not required for USMC personnel as USMC personnel do not receive BAH-II.***

**Step 1:** Determine the member's monthly rent in U.S. dollars. If rent is paid in foreign currency, convert to U.S. dollars by using the 'Rate of Exchange' for the locality found in the OHA locality tables at <http://www.dtic.mil/perdiem/allooha.html>. If the member is a sharer (as defined by par. U9000-C), the member's rent is a prorated share of total rent.

**Step 2:** Using the appropriate locality table find the rental allowance ceiling for the member's specific locality code and grade. For members 'without dependents' multiply the with-dependents rate by the appropriate percentage or dollar amount specified in the locality table (usually 90 percent). If rent includes *all* utilities (block 7b checked on DD Form 2367), *add* the full utility/recurring maintenance allowance to the maximum rental allowance ceiling. If rent includes *some* but *not all* utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance ceiling.

**Step 3:** Locate the utility/recurring maintenance allowance from the locality table. The following conditions apply:

- a. Rent includes *all* utilities (block 7b checked on DD Form 2367): The member receives *no* separate utility/recurring maintenance allowance; however, this allowance *is added* to the rental allowance ceiling determined in Step 2.
- b. Rent includes *no* utilities (block 7a checked on DD Form 2367): A member with dependents (not a sharer) receives the full utility/recurring maintenance allowance. A member 'without dependents' (not a sharer) receives 75 percent of the with-dependents utility/recurring maintenance allowance. A sharer (as defined by par. U9000-C) with or without dependents receives a prorated share of the utility/recurring maintenance allowance.
- c. Rent includes *some* utilities (block 7c checked on DD Form 2367): The member *does not receive a full* utility/recurring maintenance allowance. Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., Part I, this Appendix, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member *does not receive* is added to the maximum rental allowance ceiling determined in Step 2.

**Step 4:** Compare monthly rent computed in Step 1 with rental allowance ceiling determined in Steps 2 and 3. If the rent in Step 1 is *less* than the rental allowance ceiling in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is *greater* than the rental allowance ceiling calculated in Steps 2 and 3, then the rental allowance ceiling calculated in Steps 2 and 3 is used to compute OHA.

**Step 5:** Deduct the member's BAH-II or FSH (whichever applies) from the sum in Step 4. The member receives no OHA if the result is negative or zero. If the result is positive, the member receives an OHA equal to this amount.

**The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.**

#### Example 1

**Situation:** A member in grade O-3, with dependents is stationed at a locality where the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is \$450, the locality climate code is 2 (moderate), and the member's *utility point score* is 5. The member receives a BAH-II of \$375.

**Computation:**

**Step 1:** The member's monthly rent is \$450.

**Step 2:** Determine the maximum rental allowance ceiling for the member from the appropriate locality table found at: <http://www.dtic.mil/perdiem/allooha.html>. For this example the rental ceiling is \$425.

**Step 3:** Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use \$120 for this example. Using the utility point score methodology (contained in pars. C2b. & c., Part I, this Appendix,) the member has a *utility point score 5* (the electricity (3 points) and the air conditioning (2 points)) *are not* provided by the landlord). Therefore, the member receives the *full* utility/recurring maintenance allowance of \$120.

**Step 4:** Find the member's MIHA/Miscellaneous allowance in the locality table. For this example, use \$510. Additionally, the member has a reimbursable rent-related expense equal to one month's rent (\$450 - see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

**Step 5:** The member's monthly BAH-II is \$375.

**Step 6:** Compare the member's rent of \$450 (from Step 1) to member's maximum rental allowance ceiling of \$425 (from Step 2). In this example since the member's rent exceeds the rent ceiling, use the \$425 as the member's maximum rental allowance.

**Step 7:** Add the member's maximum rental allowance of \$425 (from Step 6) and the utility/recurring maintenance allowance of \$120 (from Step 3) for a total of \$545.

**Step 8:** Compute the member's monthly OHA by subtracting the amount of BAH-II (\$375) from the total reimbursable monthly allowance of \$545 (from Step 7) for a final result of \$170 ( $\$545 - \$375 = \$170$ ). Additionally, the member receives a one-time lump-sum payment of \$960 under MIHA (from Step 4).

**Example 2**

**Situation:** Three enlisted members (without dependents) share a house with a Federal civilian employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is \$1800; the monthly utility/recurring maintenance allowance for their locality is \$160; the locality MIHA/Miscellaneous allowance is \$360; the locality climate code is 3 (hot); and it is determined that the members' *utility point score* is 8. The BAH-II for the E-7, E-5 and E-4, is \$300, \$250 and \$225, respectively.

**Computation:**

**Step 1:** Determine each sharer's (member's) rent. In accordance with par. U9000-C there are four sharers, therefore each member's rent is \$450 ( $\$1,800/4 = \$450$ ).

**Step 2:** Determine the maximum rental allowance ceiling for each member from the appropriate locality table. For this example the maximum rental ceilings for members 'with dependents' are \$750, \$665 and \$500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that members 'without dependents' may receive up to 90 percent of the 'with-dependents' ceiling. It is determined that the appropriate maximum rental ceilings for the E-7, E-5 and E-4 respectively are \$675 ( $\$750 * .90 = \$675$ ); \$599 ( $\$665 * .90 = \$599$ ); and \$450 ( $\$500 * .90 = \$450$ ).

**Step 3:** Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$160. Because the members' total *utility point score* is 8, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$40.

**Step 4:** Each member in this example is authorized a one-time MIHA/Miscellaneous payment of \$360.

**Step 5:** Determine each member's monthly BAH-II. For this example the BAH-II for the E-7, E-5 and E-4 is \$300, \$250 and \$225, respectively.

**Step 6:** Compare each member's rent of \$450 (from Step 1) to each member's maximum rental allowance ceiling, (E-7 - \$675, E-5 - \$599 and E-4 - \$450). Since the rent does not exceed a ceiling, for each member the rental amount used to compute OHA is \$450.

**Step 7:** To each member's rental amount (from Step 6) add the utility/recurring maintenance allowance of \$40 (from Step 3). For each member, the total amount is \$490 ( $\$450 + \$40 = \$490$ ).

**Step 8:** To compute each member's monthly OHA, subtract the member's BAH-II from the total allowance determined in Step 7. The result for grade E-7 is \$190 ( $\$490 - \$300 = \$190$ ), for grade E-5 \$240 ( $\$490 - \$250 = \$240$ ), and for grade E-4 \$265 ( $\$490 - \$225 = \$265$ ). Additionally, each sharer (member) is authorized a one-time lump sum MIHA/Miscellaneous payment of \$360.

### Example 3

**Situation:** A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is \$1100; the utility/recurring maintenance allowance is \$180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' *utility point score* is 7. BAH-II for the member in grade O-4 is \$425 and for grade O-2 the BAH-II is \$340. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

#### Computation:

**Step 1:** Determine each member's monthly rent. In accordance with par. U9000-C each member is considered a sharer and each (sharer's) member's rent is \$550 ( $\$1,100/2 = \$550$ ).

**Step 2:** Determine the maximum rental allowance ceiling for each member from the appropriate locality table. For this example the maximum rental ceiling is \$600 for the member in grade O-4, and \$450 for the member in grade O-2 - 90 percent of the 'with-dependents' ceiling of \$500 ( $\$500 * .90 = \$450$ ).

**Step 3:** Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$180. Because the members' total *utility point score* is 7, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$90 ( $\$180/2 = \$90$ ).

**Step 4:** Determine each member's monthly BAH-II. For this example use \$425 for grade O-4 and \$340 for grade O-2.

**Step 5:** Compare each member's rent of \$550 (from Step 1) to each member's maximum rental allowance ceiling of \$600 for grade O-4 and \$450 for grade O-2 (from Step 2). For this example use \$550 to compute the OHA for the member in grade O-4 and \$450 for the member in grade O-2.

**Step 6:** Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 5). For grade O-4 the total is \$640 ( $\$550 + \$90 = \$640$ ) and for grade O-2 the total is \$540 ( $\$450 + \$90 = \$540$ ).

**Step 7:** To compute each member's monthly OHA, subtract their BAH-II amount from the total amount calculated in Step 6. The result for grade O-4 is \$215 ( $\$640 - \$425 = \$215$ ) and grade O-2 is \$200 ( $\$540 - \$340 = \$200$ ).

#### Example 4

**Situation:** A member in grade O-3 is unaccompanied (dependents did not travel to PDS) and is not a sharer as defined in par. U9000-C. The utility/recurring maintenance allowance at the locality where the member is assigned is \$160; the MIHA/Miscellaneous allowance is \$625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is \$600. The locality climate code is 2 (moderate) and the member's *utility point score* is 2. The FSH for the member in grade O-3 is \$350.

#### Computation:

**Step 1:** The member's rent is \$600.

**Step 2:** Determine the maximum rental allowance ceiling for the member from the appropriate locality table. For this example the maximum rental ceiling set for grade O-3 is \$725. An unaccompanied member 'without dependents' may receive up to 90 percent of the 'with-dependents' amount for a maximum rental allowance ceiling of \$653 ( $\$725 * .90 = \$653$ ).

**Step 3:** Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is \$160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75 percent of the full amount or \$120 ( $\$160 * .75 = \$120$ ). The member's *utility point score* is 2; therefore, the member is authorized 25 percent of \$120, or \$30 ( $\$120 * .25 = \$30$ ). The remainder of the utility/recurring maintenance allowance (\$90) is *added* to the member's rental ceiling of \$653 (Step 2) for a derived rental ceiling of \$743 ( $\$653 + \$90 = \$743$ ).

**Step 4:** Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use \$625 for this example. Additionally, the member has a rent-related expense of \$1,200 equivalent to two months rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only \$600 of the \$1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is \$1,225 ( $\$625 + \$600 = \$1,225$ ).

**Step 5:** The member's monthly FSH is \$350.

**Step 6:** Compare the member's rent of \$600 (from Step 1) to member's derived rental allowance ceiling of \$743 (from Steps 2 and 3). For this example \$600 is used in computing the OHA for the member.

**Step 7:** Add the member's rental amount of \$600 (from Step 6) to the utility/recurring maintenance allowance of \$30 (from Step 3). The total is \$630 ( $\$600 + \$30 = \$630$ ).

**Step 8:** Compute the member's monthly OHA by subtracting the FSH amount of \$350 from the total allowance of \$630 (from Step 7). The result is \$280 ( $\$630 - \$350 = \$280$ ). Additionally, the member is authorized a one-time lump sum MIHA payment of \$1,225 (from Step 4).

## APPENDIX K

## OVERSEAS HOUSING ALLOWANCE (OHA)

## PART II: BRIEFING SHEET

A. OHA Overview

The OHA program provides you and other uniformed members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. All members authorized to live in privately leased/owned quarters are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted on your DD Form 2367.***

A monthly allowance is payable to you when the payable OHA amount exceeds Basic Allowance for Housing-II (BAH-II) or Family Separation Housing (FSH). When the payable OHA amount does not exceed BAH-II or FSH, then only the BAH-II or FSH amount is paid.

OHA is comprised of three separate components:

- a. rental allowance,
- b. utility/recurring maintenance allowance, and a
- c. move-in housing allowance.

These OHA allowances are periodically reviewed and updated based on member-reported costs. These reviews may result in allowance increases/decreases; therefore, your OHA payments ordinarily may change over time. OHA locality tables with current rate information are on the PDTATAC website at <http://www.dtic.mil/perdiem/allooha.html>.

B. Required Form(s) Submission

Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/ Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

The rental allowance ceilings shown in the locality tables apply to members with dependents. The rental allowance ceiling for a member without dependents ordinarily is 90 percent of the accompanied allowance ceiling. These rental ceilings generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

Unless you (the member) are a sharer (as defined in par. U9006-C) you receive the amount of rent paid up to the set rental allowance ceiling. You are sharing a dwelling when residing with:

- a. a spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),
- b. another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or
- c. any other person, excluding dependents, who contributes toward rent, mortgage and/or utilities.

If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing your total rent by the number of sharers. This proportional rent amount is then compared to the appropriate rental allowance ceiling and you receive the lesser of the proportional rent share or the rental allowance ceiling.

If you are a homeowner, derive your 'rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). ***NOTE: If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24.***

At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

#### D. Utility/Recurring Maintenance Allowances

The utility/recurring maintenance allowances indicated on the OHA locality tables pertain to accompanied members with dependents. This allowance is reduced if you are unaccompanied and/or not a sharer (the allowance ordinarily is equal to 75 percent of the amount indicated in the locality table). If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.

If your rent includes all utilities, you ***do not*** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is ***added*** to your rental allowance ceiling. If your rent includes ***some*** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance ceiling.

#### E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses

MIHA is comprised of three components:

- a. MIHA/Miscellaneous is a fixed-rate, lump sum payment that reflects average expenditures made by members to make their housing habitable (Part III of this Appendix, contains a list of reportable MIHA/Miscellaneous expenses).
- b. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. ***Homeowners are not authorized to receive this component.***
- c. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

F. Rental Advances

You may draw an advance housing allowance if your commanding officer authorizes/approves. The advance amount ordinarily is not to exceed three months' rent allowance. However, additional funds may be authorized when the need is justified and authorized/approved in writing by your commanding officer. *Advances are not authorized/approved for the purchase of residences or other living accommodations (see JFTR, par. U9116).*

***NOTE:*** *Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.*

**APPENDIX K**

**OVERSEAS HOUSING ALLOWANCE (OHA)**

**PART III: MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES**

Purchase prices of items included in the following table are generally authorized for the MIHA/Miscellaneous component of the OHA (unless the items are purchased with the intent to ship them from the present PDS). Items to be shipped are not reportable. While the list is not exhaustive, it covers the vast majority of reportable expenses. These expenses are associated with items necessary to make housing habitable.

<i>Table I - Reportable MIHA Miscellaneous Expense Items</i>	
1.	Cabinets (kitchen, medicine, bathroom, etc.)
2.	Plumbing and plumbing installation, hookups
3.	Gas and/or electrical installation
4.	Supplementary heating equipment
5.	Painting, papering, plastering (upon arrival only)
6.	Light fixtures, permanently installed
7.	Wardrobes
8.	Shelving
9.	Telephone installation
10.	Range, refrigerator, freezer, washer, dryer
11.	Air conditioners, dehumidifiers and fans
12.	Screening
13.	Transformers and voltage regulators
14.	Commodes and sinks (when ordinarily not furnished)
15.	Burglar alarms, security bars and supplementary door locks (when locally required)
16.	Water purification filters, when locally required
17.	Pest fumigation - if required when housing is first occupied (otherwise include in recurring maintenance expenses)
18.	Repair of drain pipes and gutters

*The following items generally are not reportable move-in housing expenses.*

<i>Table II - Non-Reportable MIHA Miscellaneous Expense Items</i>	
1.	Rugs, carpets, curtains and drapes
2.	Lawn and gardening maintenance expenses
3.	Dishwashers, microwave ovens and small/personal appliances
4.	Televisions, cable TV installation, antennas, etc.
5.	Any recoverable deposits (i.e., security deposits)
6.	Light bulbs
7.	Taxes of any kind (unless specifically required by lease)
8.	Fencing, yard-related items
9.	Any personal labor costs

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART IV: RENTAL ADVANCE PROTECTION

*Table I - Countries Currently Authorized OHA Rental Advances*

Location	Date Established
Brazil	1 February 2001
Colombia	1 November 1998
Hong Kong	1 September 1998
Indonesia	1 September 1998
Philippines	1 September 1998
Thailand	16 November 1997
Venezuela	16 November 1998

*Table II - \*Countries Previously Authorized OHA Rental Advances*

Location	Date Established	Date Removed
Korea	1 December 1997	1 March 1999
Malaysia	1 February 1998	1 September 1998
Singapore	1 January 1998	1 September 1998

**\*NOTE:** Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Query until all previously protected members either PCS or change quarters.

## APPENDIX N

## PART II: HIGH THREAT LOCATIONS

Locations *Currently* Designated As High Threat

1 July 2001

Location (Country and/or Country/City)	Date Established
Angola	1 March 1993
Argentina	1 June 1997
*Armenia	16 Dec 2001
Bahamas – Nassau	1 May 1996
Bangladesh	1 December 1998
Belgium – Shape	1 May 2000
Belize	16 October 1994
Bolivia	1 July 2001
Brazil	18 February 1993
Cambodia – Phnom Penh	16 October 1994
China	1 February 2000
Colombia	1 September 1990
Croatia	1 February 2000
Dominican Republic – Santo Domingo	18 February 1993
Dominican Republic – Other	1 October 1999
East Timor	16 August 2000
Ecuador	1 December 1998
Egypt – Cairo	1 March 1994
Fiji	1 July 2001
France – Paris	1 February 2000
Greece – Athens	1 September 1990
Greece - other	1 July 2001
Guatemala – Guatemala City	18 February 1993
Haiti – Port-au-Prince	1 April 1995
Haiti – Other	1 October 1999
Honduras – Tegucigalpa	1 September 1990
Honduras – Other	1 October 1999
Hong Kong	1 February 2000
Indonesia	1 October 1999
Israel – Tel Aviv	14 February 1991
Jamaica – Kingston	18 February 1993
Jamaica – Other	1 October 1999
Jerusalem (East and West)	1 September 1990
*Jordan	16 Dec 2001
Kenya – Nairobi	18 February 1993
Korea – Seoul	1 February 2000
*Latvia	16 Dec 2001

**Locations *Currently* Designated As High Threat (Continued)**

Mexico – Mexico City	16 October 1994
Morocco	16 May 1998
Nepal	1 September 1998
Pakistan	1 September 1992
Papua New Guinea – Port Moresby	18 February 1993
Paraguay – Asuncion	1 September 1993
Paraguay – Other	1 October 1999
Peru—Lima	1 September 1990
Peru—Other	1 June 1997
Philippines	1 September 1990
Poland – Warsaw	1 April 1995
Russia	1 December 1998
Slovakia	1 February 2000
South Africa	1 February 2000
Syria	1 October 1998
Trinidad and Tobago	16 August 1998
Turkey – Adana	14 February 1991
Turkey – Ankara	1 September 1990
Turkey – Istanbul	1 September 1990
Turkey – Izmir	16 May 1992
Ukraine – Kiev	1 May 1996
Uruguay	16 May 1998
Venezuela	1 April 1997
Viet Nam	1 July 2000
Yemen	16 April 1997
Zimbabwe	1 May 1996

**Locations *Previously* Designated As High Threat**

<b><u>Location (Country and/or Country/City)</u></b>	<b>Date Established</b>	<b>Date Removed</b>
Costa Rica - San Jose	16 April 1997	1 July 2001
Costa Rica - Other	1 October 1999	1 July 2001
Rwanda	1 May 1996	1 July 2001
Singapore	1 Feb 2000	1 July 2001

## 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:

- a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement.
- b. must use coach class, unless a medical condition or mission timing requires premium class.

- c. shall *not* use foreign flag transportation even if U.S. flag carrier fares are higher.
  - d. who use premium class or a foreign flag transportation must provide justification to the AO for reimbursement.
  - e. 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.

#### **\*T4025 ARRANGING OFFICIAL TRAVEL**

A. Governmentwide Policy for CTO Use. *It is the Government's policy that, when available, CTO services be used to arrange official travel. It is DoD (TRANSCOM) policy that CTOs be used for all transportation including rental car arrangements.*

#### B. Requirements

1. When making travel arrangements, travelers should use the following:
  - a. a CTO (see Appendix A),
  - b. in-house travel offices, or
  - c. General Services Administration (GSA) Travel Management Centers (TMCs).

2. All travel arrangements must be made in accordance with.

a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

**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.

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *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.* Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

**T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)**

The “Lodging Plus” method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

**A. Lodging Overnight Required - Business Travel Standards****1. Sleeping**

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

(1) *Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*

(2). The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or Secretary concerned for *only uniformed members* (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

**NOTE:**

*\*a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

*b. 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/opdrform.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.*

*e. Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, 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 par. T4040-A2c 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 (in some instances), 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 1999**

**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 authorized for OCONUS travel.*

**Effective for TDY travel performed on or after 1 January 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 authorized for OCONUS travel.*

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. *Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).*

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 (pars. T4040-E and T4040-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.

2. Getting it Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.

#### **T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES**

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

#### B. What's Allowable and Not Allowable

##### 1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.
- b. Options on use of contract flights. The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:
  - (1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
  - (2) The contract carrier's flight schedule does not operate during normal working hours;
  - (3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;
  - (4) Rail service is available, 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; or

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

***NOTE:*** See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.

c. Authorizing Accommodations Above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations shall not allow timely mission completion;
- (2) A traveler's documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or
- (6) The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. ***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.*** (When premium class is authorized for this reason, the AO shall not authorize a rest stop en route or a rest period upon arrival at the duty site.)

***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.

**AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:**

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

\*d. Using American Flag Carriers. 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). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- (2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;