

VOLUME 2
JOINT TRAVEL REGULATIONS

CHANGE 456

Alexandria, VA

1 October 2003

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 October 2003 unless otherwise indicated.

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This change includes all material written in CAP items 13-03(E); 22-03(E); 35-03(E) and 41-03(E) and civilian editorials C03043 through C03046; and C03052. Insert the attached pages and remove the corresponding pages. Remove Chapter 4, Part I. Also Remove Chapter 8 in its entirety. This cover page replaces the Change 455 cover page and becomes page iii of the JTR. The 'sheets in force' page becomes page v of the JTR.

BRIEF OF REVISION

These are the major changes made by Change 456:

C1101. Inserts information on advance lodging deposits from GSA's rewrite of the FTR, Chapter 301 (TDY Travel Allowances).

C2203-C3c; C2204-A5; C2205-E3c. Clarifies that couriers and control officials carrying classified-type packages should use lower premium class transportation if available, rather than first class.

C4251. Updates cross-reference information on "use of more than *two* automobiles."

C6750-A; -B. Spells out R&R during a contingency tour.

C13305. Incorporates into the JTR instructive language from GSBCA 15902-RELO, 21 March 2003.

Appendix A. Clarifies the definition of the term "United States."

Appendix F. Includes Senegal (effective 12 August 2003) to the list of locations in Appendix F that are authorized consumable goods allowances and also makes some editorial changes to the list.

Appendix O, T4040-C3. Adds travel days in the AOR for employees effective 31 July 2003.

Chapter 5, Part D. Moves all permanent duty travel regulations into Chapter 5 thereby creating a single JTR Chapter with all related permanent duty travel information in one place.

VOLUME 2

JOINT TRAVEL REGULATIONS

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

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INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

These regulations are published by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The Committee is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary for each of the DoD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (MPP)

PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees.

With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 U.S.C. §2385(d)), who are entitled to per diem, travel, and transportation allowances in accordance with Volume 6, State Department Foreign Affairs Manual (FAM), these regulations are the sole entitlement regulations for DoD components.

If there is a headquarters dispersal, the authority for prescribing the entitlements in these regulations becomes vested in each DoD Committee member. Each DoD Committee member may issue necessary regulations prescribing entitlements applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees.*** At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM)(CFR, title 5);
2. the United States Code, primarily sections found in title 5 (especially chapter 57, concerning allowances for travel, transportation, and subsistence) and title 10;
3. Executive Orders, General Services Administration (GSA) Commuted Rate Schedule, and DoD directives; and
4. decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 U.S.C. §3702, the Office of Management and Budget (OMB) settles claims involving civilian federal employees' travel, transportation and relocation allowances. OMB delegated this authority to the General Services Administration (GSA), GSA Board of Contract Appeals (GSBCA). The GSBCA also may issue an advance decision with respect to the same subject matter.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to GSBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to GSBCA should be addressed to:
 General Services Administration
 GSA Board of Contract Appeals
 18th & F Sts., NW
 Washington, DC 20405

Throughout the JTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, September 30, 1992. Website decisions of the GSBCA are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, July 22, 1998).

For GSBCA information/decisions visit their website at: <http://www.gsbca.gsa.gov/>.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph C 1 052 -B2b(3)
 JTR.....
 Chapter 1.....
 Paragraph 052.....
 Subparagraphs.....

References and citations to the JTR should be in the following format:

JTR, par. C1052
 JTR, par. C1052-B2
 JTR, par. C1052-B2b(3)
 JTR, pars. C1052-C1058

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b
 JTR, par. C1055-A2

The most specific unit of reference should be used.

CHANGES

Changes to the entitlements in the JTR are initiated by DoD Civilian Travel Determinations (CTDs), Department of State Travel Per Diem Supplements, Per Diem (PD) Bulletins, and General Services Administration (GSA) Bulletins, memoranda, or amendments.

CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.dtic.mil/perdiem/pdrates.html>. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPRCE, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.
5. OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, Attn: Ms. Pat Savage, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed as follows:

1. Army. The Army no longer purchases printed paper JTR copies. You can download and print copies at your desktop by accessing the following site: <http://www.dtic.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.

- (a) *For up to 3 copies*, requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website www.nll.navsup.navy.mil, then go into P2003 search/order, fill out the MILSTRIP requisition on line.
- (b) *For more than 3 copies*, send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 5E784, Washington, DC 20350-1000. FAX COML 703-692-6052, or DSN 222-6052.
- (c) *For changes in distribution*, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)) to the address in (b) above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
7. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page <http://www.dtic.mil/perdiem/trvlregs.html>.

CHAPTER 1
DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

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PART C: TRAVEL ADVANCES

C1100 GENERAL

A. Minimizing Cash Requirements

1. Policy. Employees traveling on official business:
 - a. are responsible for their travel expenses, but
 - b. should not have to pay official travel expenses entirely from personal funds (unless the employee decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).
2. Responsibilities. DoD components:
 - a. may issue travel advances for certain expenses, as authorized in this Part, and
 - b. should ensure travelers take all reasonable steps to minimize the cash burden on both the component and the traveler (such as using the Government-sponsored contractor-issued travel charge cards).

B. Use of Government-sponsored Contractor-issued Travel Charge Cards. "It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the 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 (DoDFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*

C1101 ALLOWABLE ADVANCES

A. Authorization (FTR §302-2.21). Travel advances described in this paragraph may be paid when authorized on orders.

B. TDY Travel. DoD Components may pay travel advances (as opposed to authorizing Government-sponsored contractor-issued travel card use for ATM advances) when permitted in accordance with the DoDFMR, Volume 9. Advances may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

C. PCS/TCS Travel (FTR §302-2.22/302-3.513/302-4.600). Travel advances may be paid when a per diem allowance or POC mileage allowance is authorized for PCS/TCS travel. *A travel advance may not be paid for OCONUS Renewal Agreement Travel (RAT), return travel for separation, or advance return of dependents from OCONUS.*

D. HHG Transportation and Temporary Storage Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and temporary storage is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD component concerned; and
3. Anticipated temporary storage period (not to exceed 90 days) at Government expense.

E. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). *An advance is not authorized for non-temporary (extended) storage of HHG.*

F. Movement of Mobile Home (FTR §302-10.300/301). An advance may be paid for the transportation of a mobile home when the employee is responsible for arranging and paying a commercial carrier to transport the mobile home. The advance may not exceed the estimated amount allowable. *No advance is authorized when the Government pays the carrier directly.*

G. Househunting Trip (FTR §302-5.16). An advance may be paid for househunting trip expenses. The advance may not exceed the sum of the anticipated transportation costs and either the maximum per diem allowable under the lodgings-plus method in par. C4107-O1 for the location and duration of the househunting trip, or the fixed amount under par. C4107-O2, whichever applies.

H. Temporary Quarters Subsistence Expenses (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DoD Component may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(F)).

I. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). *An advance is not paid for expenses incurred in connection with residence transactions.*

J. Attendants for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C6151.

K. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid not to exceed the estimated expenses amount authorized for that purpose.

*L. Advance Lodging Deposits. Employees:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Are financially responsible for repayment of the advance deposit if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

A. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. C2203, C2204-A, and C2205 for exceptions.

B. Travel Prudence. Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.

C. GSA City-pair Air Fares. GSA city-pair air fares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. C2002 for Contract City-Pair Policy and Exceptions. GSA city-pair air fares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as RAT).

D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The authorizing/order-issuing official must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.

G. Accommodations. Common carrier accommodations are addressed specifically in pars. C2203, C2204, and C2205, and apply to all official travel. Authorizing/order-issuing officials should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DoD component's needs require use of these accommodations.

H. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. C2204-B or C2205-F.

I. Dependents' Seating. Each dependent is allowed a seat.

J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations shall not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler shall report the facts to the transportation office of the DoD component concerned. All adjustments in connection with official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including

portions thereof), coupons, exchange orders, refund slips, notices of fare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local travel/transportation office, or (Contracted) Commercial Travel Office. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the transportation office for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's responsibility. If it impinges on the performance of official duties, an employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee shall be charged annual leave for the additional working hours (59 Comp. Gen. 203) (1980)).

C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OVERSEAS PERMANENT DUTY AND RENEWAL AGREEMENT TRAVEL

When commercial facilities are authorized for any portion of the journey to, from, or between overseas stations, in connection with initial appointment, reassignment, or transfer, or renewal agreement travel, the office processing the appointment or transfer or authorizing the renewal agreement travel requests the transportation officer to place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, date of issue, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

C2203 ACCOMMODATIONS ON TRAINS

A. Policy. *Government policy is that employees who travel by train use coach-class accommodations.* When adequate reserved coach accommodations are available, officials authorizing transportation must require those accommodations be used to the maximum extent possible. For overnight travel, employees must be provided slumber coach sleeping accommodations, or the least costly sleeping accommodations available on a train that does not offer slumber coach accommodations. First-class train accommodations may be used only as permitted in par. C2203-C.

B. Authorization/Approval of Use of First-class Train Accommodations

1. Authorization/Approval. The transportation officer may authorize/approve the use of first-class train accommodations under criteria specified in par. C2203-C.
2. Requirements. Authorization for the use of first-class train accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the transportation officer at the earliest possible time.

*C. First-class Train Accommodations Use. (OMB Bulletin 93-11, April 19, 1993) Circumstances justifying first-class train accommodations use are limited to those in pars. C2203-C1, C2203-C2, C2203-C3, and C2203-C4.

1. No Reasonably Available Coach-class Train Accommodations. When travel by train has been authorized as advantageous to the Government, the use of first-class train accommodations may be authorized/approved only when no coach-class train accommodations are reasonably available. For the purpose of this paragraph, "reasonably available" means coach-class train accommodations that are available and scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" shall be

based on the availability of slumber coach sleeping accommodations. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with scheduled departure time earlier than the time the employee is scheduled to complete the duty.

2. Travel by Employee/Dependent with a Disability. The use of first-class train accommodations may be authorized/approved when necessary to accommodate an employee's/dependent's disability or other physical impairment, and the employee's/dependent's condition is substantial in writing by competent medical authority. The use of first-class train accommodations also may be authorized/approved for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent when the employee is authorized use of first-class accommodations and requires the attendant's service en route.

*3. Security Reasons. The use of first-class train accommodations may be authorized/approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:

- a. an employee whose use of coach-class train accommodations would endanger the employee's life or Government property,
- b. agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

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

D. Extra-fare Train Service. Travel by extra-fare trains may be authorized/approved when such use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. C2203-C.

C2204 COMMERCIAL AIR TRANSPORTATION

A. Accommodations

1. General. It is Government policy that, for employees and/or dependents who use commercial air carriers for domestic and international travel on official business, the Government purchases coach-class airline accommodations. Employees should determine their transportation requirements in time to reserve coach-class accommodations. First-class airline accommodations may be used only as permitted in par. C2204-5c. Premium-class other than first-class (business class) airline accommodations may be used only as permitted in par. C2204-5d. ***When an airline flight has only two classes of service, the higher class of service, regardless of the term used in its identification, is "first class."***

2. Authorization/Approval for Premium-class Accommodations. The officials listed in par. C2204-A3 may authorize/approve first-class airline accommodations at Government expense if one or more of the criteria in par. C2204-A5c is met. The local transportation officer or other appropriate authority, in conjunction with the authorizing/order-issuing official, may authorize/approve the use of premium-class airline other than first-class (e.g., business class) airline accommodations if one or more of the criteria in par. C2204-A5d is met. ***Authorization for the use of premium-class airline accommodations must be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible.*** If advance authorization cannot be obtained, the employee must obtain written approval from the local transportation officer or other appropriate authority at the earliest possible time.

3. Authorization/Approval for First-class Accommodations. Only the Secretary of Defense, Deputy Secretary of Defense, or other SECDEF-designated authority may authorize/approve use of first-class air accommodations at Government expense. The delegation/re-delegation of authority to authorize/approve first-class air transportation at Government expense is held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances requiring the cited need for first-class air accommodations. Authorization/approval may be considered only when the criteria in par. C2204-A5c are met.

4. Requirements for Premium-class Accommodations Use. Authorization for premium-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 authorization (see par. C3150-B16(c)) authorizes premium-class air accommodations (by including the authority and authorization source (memo/letter/message/etc., including date and signatory position for first-class accommodations), the specific conditions met in pars. C2205-A5c or C2205-A5d must be annotated on the authorization and appropriate Government transportation documents must be annotated with the same information. When a travel authorization does not contain authority for premium-class air accommodations use and no other class of service is available, a transportation document may be issued for premium-class service when the document-issuing agent annotates the document in accordance with transportation procedural guidance that "Tickets for premium-class air accommodations were issued as only premium-class service was available between authorized origin and destination points."

5. Traveler Responsibility and Documentation in Connection with Premium-class Accommodations. The traveler must certify on the travel voucher the reasons for the use of premium-class air accommodations. Specific authorization/approval, including which of the specific conditions was met, must be attached to, or stated on, the travel voucher and kept as part of the record. In the absence of specific authorization/approval, the traveler is financially responsible for all additional costs resulting from premium-class air accommodations use.

a. First-class Air Accommodations Use. Circumstances justifying the use of first-class air accommodations are limited to those listed in pars. C2204-A5b and C2204-A5c.

b. Employee Certification Required. First-class accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only first-class accommodations, and the employee certifies this circumstance on the travel voucher.

*c. Authorization/Approval Required. (OMB Bulletin 93-11, April 19, 1993) The appropriate authority in par. C2204-A3 may authorize/approve first-class air accommodations when:

(1) coach-class airline accommodations or premium-class other than first class airline accommodations are not reasonably available. For purposes of this paragraph, "reasonably available" means a class of accommodations other than first-class airline accommodations available on an airline scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with a scheduled departure time earlier than the time the employee is scheduled to complete the duty.

(2) first-class airline accommodations are necessary because the employee/dependent is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority. The use of first-class airline accommodations also may be authorized for an attendant authorized under par. C6552, item 1 to accompany the employee/dependent, when the employee/dependent is authorized use of first-class airline accommodations and requires the attendant's service en route.

*(3) first-class airline accommodations are needed when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:

- (a) an employee whose use of a class of accommodations other than first-class would endanger the employee's life or Government property;
- (b) agents in charge of protective details who are accompanying individuals authorized to use first-class accommodations; and
- (c) couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

NOTE: First-class accommodations may be used without authorization/approval only in two circumstances:

a. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When this is the case, the transportation officer/agent must make an appropriate entry on the travel order or other travel-related document as appropriate.

b. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).

d. Business-class Transportation Accommodations Use. Circumstances justifying use of business-class transportation accommodations are limited to those listed in par. C2204-A5d(1) through C2204-A5d(8). Use of business-class transportation accommodations may be authorized/approved when:

- (1) regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class airline accommodations, and the employee certifies this circumstance on the travel voucher.
- (2) space is not available in coach-class airline accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- (3) Necessary to accommodate a traveler's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class airline accommodations use also may be authorized for an attendant, who is authorized to accompany the attended traveler, when that traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- (4) The accommodations are required for security purposes or because exceptional circumstances, as determined by the local transportation officer or other appropriate authority in conjunction with the authorizing/order-issuing official, make the use essential to the successful performance of the mission.
- (5) Coach-class airline accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag air carrier service use is authorized/approved in accordance with the Fly America Act. See par. C2204-B for rules governing U.S. flag carrier use.
- (6) 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.
- (7) The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.

(8) travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work. *Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Approval authorities must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See NOTE 1 in par. C1060).*

NOTES:

(a) If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.

(b) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

(c) On TDY travel, the 14-hour rule only applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

(d) When business-class accommodations are authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

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

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

1. **Requirements.** Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. C2204-B3, 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 U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629(1977)).

2. **Exceptions.** When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

Schedule II			
Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III			
Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV			
Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. C2204-B4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

5. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier *is not payable* (41 CFR §301-10.143).

C. Carrying Dangerous Weapons Aboard Commercial Aircraft. When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier will be advised confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person will present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon will conform to the regulations of the separate departments.

C2205 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial ship transportation for transoceanic travel may be authorized/approved only as prescribed in par. C2205-B. An employee and/or dependents may have travel by car ferry authorized/approved as specified in par. C2166. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization to Use Commercial Ship. Commercial ships use may be authorized/approved by the order-issuing/authenticating official when:

1. the travel can be completed only by ship;
2. the travel can be performed more economically or efficiently by ship; or
3. competent medical authority certifies that the traveler is medically unable to use air transportation and ship transportation is the only reasonable alternative.

C. Ship Accommodations. Employees who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations may be used, at Government expense, only as permitted in par. C2205-D.

D. Authorization/Approval for More Costly First-class Ship Accommodations Use

1. Authorization/Approval. Use of more costly first-class accommodations under the circumstances in par. C2205-E may be authorized/approved by the authorizing/order-issuing official.
2. Requirements. Authorization for more costly first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the employee must request written approval from the appropriate authority as soon as possible after the travel.

*E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, April 19, 1993) More costly first-class accommodations may be authorized/approved only when:

1. least costly first-class accommodations are not available;
2. necessary to accommodate an employee's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. C6552, item 1, to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;
- *3. there are exceptional security requirements. Examples are:
 - a. an employee whose use of least costly first-class accommodations would entail danger to the employee's life or Government property;
 - b. agents of protective details accompanying individuals authorized to use more costly first-class accommodations; and
 - c. couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

F. U.S. Ship Registry Use

1. General. U.S. flag ships shall be used except as provided in pars. C2205-F2 and C2205-F3 (46 U.S.C. §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).

C2305 RENEWAL AGREEMENT TRAVEL

The maximum baggage allowance that may be authorized at Government expense for employees and dependents returning to place of actual residence for the purpose of taking leave between overseas tours of duty will not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under 12 years of age when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense will not exceed 100 pounds per person (excluding free checkable baggage). If the baggage moves as accompanied baggage, the authorized amount will be considered as gross weight. If it is shipped as unaccompanied baggage, the authorized amount will be considered as net weight. Overseas commanders will hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel order for shipment at Government expense to, from, and between ports of embarkation. The shipment of HHG at Government expense as baggage is prohibited in connection with renewal agreement travel. Baggage allowance will be limited to personal clothing and articles necessary for the trip.

C2306 UNACCOMPANIED BAGGAGE OF STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL

A student dependent of a civilian employee in a foreign area who is performing authorized travel at Government expense to/from a school, is authorized shipment of unaccompanied baggage of 350 pounds net weight. Shipment must be made by the least costly transportation mode that fully meets the needs of the student dependent. Items such as automobiles or foodstuffs must not be shipped at Government expense.

C2307 STOPPAGE OF BAGGAGE IN TRANSIT

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C4705-B through C4705-F.

C2309 UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS

Unaccompanied baggage may be authorized/approved when justified in connection with a TDY assignment for 30 days or longer. The allowable weight, up to a maximum of 350 pounds, will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the purpose of the mission and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage will not be authorized in conjunction with or in addition to shipment effected under this paragraph.

C2310 UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE

A teacher performing renewal agreement travel for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized:

1. shipment of 350 pounds of unaccompanied baggage for each eligible adult, and
2. 175 pounds of unaccompanied baggage for each dependent under the age of 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanying baggage is not authorized in conjunction with/in addition to this shipment. Shipment under this paragraph is in place of unaccompanied baggage the employee may be entitled to ship under the provisions of par. C2305.

****NOTE: See JTR, par. C5160-B for unaccompanied baggage in connection with permanent duty travel.***

- b. of the actual residence, as appropriate;
 - c. of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;
 - d. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
 - e. of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
 - f. for POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2159;
 - g. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
 - h. of the maximum HHG weight the employee may transport or store; and
 - (1) any weight limitation imposed by the OCONUS command;
 - *(2) the weight allowance for consumables if authorized (par. C5154-D and Appendix F);
 - (3) the employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and
 - (4) if assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
 - i. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
 - j. of an alternate travel origin or destination point allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
 - k. whether or not a POV shipment is authorized;
 - l. if ocean-going car ferries are authorized (see par. C2166);
 - m. if applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and number of days authorized;
 - n. if property management services are authorized; and
 - o. if TQSA and/or FTASE are authorized.
2. Conditions Related to RAT. For OCONUS RAT, the travel authorization also must include a statement:
- a. authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
 - b. of the number of leave days granted;

- c. that "This employee has completed the minimum period of service for this command and has signed a new transportation eligibility agreement on (date)";
- d. of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;
- e. of the reporting date for duty at the OCONUS PDS following authorized absence;
- f. of baggage weight limits;
- g. authorizing up to 90 days HHG temporary storage if allowed in Chapter 8, Part D;
- h. of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and
- i. of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

C3105 TCS TRAVEL

A. Events Requiring a Travel Authorization. A separate travel authorization is required to:

1. assign the employee from the PDS to the TCS;
2. return the employee from the TCS to the PDS; or if the TCS becomes the employee's new PDS:
3. assign the TCS point as the new PDS; and
4. authorize the employee to return to the former PDS (par. C4111-E1).

B. Travel Authorization Content. Each travel authorization must reference any prior TCS travel authorizations to which it is related. Travel authorizations must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel authorization must contain the same basic information prescribed in par. C3151, plus a statement:

1. that the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;
2. of the PDS(s) and TCS involved and locations;
3. of the TCS/PDS reporting date; and if applicable;
4. of eligible dependents' names and relationships who are authorized travel (including children's birth dates);
5. that dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
6. that "_____piece(s) or _____pounds of excess baggage are authorized for each dependent," and whether the excess baggage service is the traveler's financial responsibility, subject to reimbursement, or is otherwise authorized (see par. C2302);
7. of the maximum HHG weight the employee may transport;

- a. of temporary storage authority;
 - b. of HHG origin or destination points (when different from the employee's);
 - c. of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
 - d. how the employee intends to fulfill financial responsibility for charges not allowed on a Government arranged move (e.g., borne by, or collected from, the employee);
8. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
9. if TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and

For OCONUS travel only:

10. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
11. of transportation modes (see par. C3151);
12. prohibiting commercial transportation use when Government transportation facilities (see par. C2206) make the travel reservations;
13. of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
14. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
15. whether or not POV shipment is authorized; and
16. if property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

C3106 INVITATIONAL TRAVEL

An invitational travel authorization must contain a statement of:

1. the date that travel is requested or approved;
2. the type of travel, i.e., "invitational travel";
3. the traveler's name and position title and employer, if applicable;
4. the traveler's home address;
5. the traveler's business address (if applicable);
6. the date travel begins;

7. the number of assignment days;
8. the assignment purpose;
9. the place travel begins;
10. the assignment place or itinerary;
11. the place travel ends;
12. transportation modes;
13. allowances;
14. conditions, instructions, and limitations; and
15. the travel approving/directing official's name and accounting citation.

There is a sample Invitational Travel Authorization format in Appendix E, Part II. ***NOTE: Contractors are NOT employees for the purpose of the JTR.***

C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT

See par. C6250.

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PART A: PERMANENT DUTY TRAVEL

*C4000 NOT USED (SEE CHAPTER 5, PART A)

C4001 AGREEMENTS FOR TRANSPORTATION ENTITLEMENT

A. General. A transportation agreement is a written understanding between a DoD component and an employee wherein the component agrees to furnish (depending on the circumstances) certain travel benefits in consideration for which the employee agrees to remain in Government service for at least a specified period. In the case of appointment or transfer to an OCONUS position, the employee also agrees to complete a prescribed tour of duty at the OCONUS PDS as consideration for return travel benefits. The completion of the period of service specified in the agreement establishes eligibility for travel benefits and does not, in itself, terminate the employee's employment. An agreement may be an initial agreement or a renewal agreement. An initial agreement establishes eligibility for travel benefits of an employee, the employee's dependents, and HHG. A renewal agreement establishes eligibility for round trip travel benefits of an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any entitlement to HHG transportation. All or a portion of these benefits may be lost under certain conditions (see par. C4007). Agreement forms and their preparation and disposition are as prescribed in par. C4012.

B. Negotiation of Agreements. Agreements must be negotiated by personnel designated by the component concerned. For all components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
2. Civilian personnel office employees designated to act for a commanding officer in effecting appointments, and
3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

C4002 WITH WHOM INITIAL TRANSPORTATION AGREEMENTS ARE NEGOTIATED

A. General. Transportation agreements must be negotiated with the following:

1. a new appointee (including a student trainee when assigned on completion of college work) to a first PDS;
2. an employee transferred or reassigned from one OCONUS PDS to another OCONUS PDS;
3. a new appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
4. an employee transferred to and within the CONUS;
5. an employee transferred to an OCONUS PDS; and
6. an employee recruited OCONUS for assignment to an OCONUS PDS.

B. OCONUS Local Hires

1. General

- a. Transportation Agreement Purpose for Locally Hired Employees. A transportation agreement for a locally hired employee is not an entitlement. It is specifically intended to be a recruitment incentive for a civilian employee with an actual residence in the U.S., outside the geographical locality of the PDS, to

accept Federal employment in a foreign or nonforeign OCONUS area. *Individuals shall not automatically be granted agreements simply because they meet eligibility requirements.*

b. Negotiating a Transportation Agreement with a Locally Hired Employee. Foreign area local commanders may negotiate an initial agreement with a locally hired employee if the conditions in par. C4002-B2 are met. Local commanders in nonforeign OCONUS areas may negotiate an initial agreement with a locally hired employee if required for recruitment purposes and the conditions in par. C4002-B2 are met, but only if the position is one for which qualified local applicants are not readily available.

c. Eligibility Determination. Eligibility for travel and transportation benefits for dependents and/or HHG from the employee's actual residence to the OCONUS PDS and/or return transportation to the actual residence must be determined at the time of appointment, or at the time the employee loses eligibility for return travel benefits. This avoids misunderstandings later. The eligibility decision must be recorded in the agreement. See par. C4005-C3 concerning credit for prior service and par. C4006-C1 regarding when a tour of duty begins.

d. Transportation Entitlement. An OCONUS local hire granted a transportation agreement is authorized the same travel and transportation allowances as an employee transferred or appointed from CONUS. Pars. C7002-B3 and C5345-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the employee's actual residence to the OCONUS PDS. Par. C11003-A4 prohibits POV transportation for local hires in some instances.

2. Conditions

a. Eligible Local Hires. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(1), or C4002-B2a(2) below only if the requirements in par. C4002-B2b(1) and C4002-B2b(2), also are met. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(3) or C4002-B2a(4) below only if the employee also meets the requirement in par. C4002-B2b(2).

(1) A member of the U.S. Armed Forces separated/retired locally (within the country where the civilian position is located to which the individual is appointed) while serving OCONUS, provided that the former military member is appointed to a vacant appropriated-fund civilian position before expiration of that individual's entitlement to return transportation to the U.S. accruing from the prior military service.

(2) An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, nonappropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the OCONUS command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

- (a) recruited in the U.S. under employment conditions that provided for return travel benefits,
- (b) committed to a specific vacant position before separation from prior employment, and
- (c) is appointed not later than 1 month after termination of such employment.

(3) A former employee of the same/another Federal department/agency who was separated by reduction in force during the previous 6 months, is on a reemployment priority list, and has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(4) An individual who accompanied/followed a spouse to the OCONUS area and, at the time of hiring, had entitlement to return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government employee serving under an agreement providing for return travel, if one of the following circumstances occurs:

(a) the spouse dies,

(b) the sponsoring spouse becomes physically or mentally incapable of continued Government employment,

(c) divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or

(d) the spouse permanently departs the post/area.

In situations C4002-B2a(4)(c) and C4002-B2a(4)(d), above, the agreement is cancelled should the couple remarry, a reconciliation occurs, or the sponsoring spouse returns to the post regardless whether or not the sponsoring spouse has return transportation eligibility.

b. Requirements. The following requirements must be met as indicated in par. C4002-B2a:

(1) the commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from the U.S. or from a different OCONUS geographical locality to fill the position involved unless an agreement is offered to a locally hired candidate; ***NOTE: A locally-hired candidate is not eligible for an agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

(2) at the time of appointment or assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to establish to the satisfaction of the appointing official the existence of a bona fide actual residence in the U.S. The residence must be outside the geographical locality of the PDS.

C4003 WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED

A. General. Renewal agreements are negotiated with employees who have an initial agreement when the satisfactorily complete the prescribed period of service at an OCONUS PDS and have an acceptable actual residence located outside the geographical locality of employment. For additional conditions concerning teachers in the DoD Education Activity, see par. C4164.

(Next page is C4A-5)

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

***C4100 NOT USED (SEE CHAPTER 5, PART A)**

C4101 MOVEMENT OF EMPLOYEES OR REEMPLOYED FORMER EMPLOYEES AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION (FTR §302–3.206)

A. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.

B. Placement prior to Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function prior to separation, travel and transportation entitlement is from the old PDS to the new PDS.

C. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

- (1) in the Federal Government,
- (2) within 1 year of the date of separation,
- (3) under a non-temporary appointment, and
- (4) at a different duty station from the one at which the original separation occurred,

the travel and transportation entitlement, is from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C4108 for a short distance transfers.

D. Agreement Requirement. (FTR §§302-2.101(b), 302-3.500) PCS allowances authorized under this paragraph, may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances authorized under this paragraph become the personal financial responsibility of the individual. See par. C4001 for agreement requirements when a transfer is to an OCONUS position.

E. Employees Transferring to the U.S. Postal Service. The allowances under this paragraph, may also be authorized for an employee of the DoD (5 U.S.C. §5735) who:

- (1) is scheduled for separation from DoD, other than for cause;
- (2) is selected for appointment to a continuing position with the U.S. Postal Service; and
- (3) accepts the appointment.

F. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

G. Funding. For funding of allowances authorized under this paragraph, see par. C1052.

H. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a transportation agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been

(Next page is C4C-3)

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

A. Travel by Privately Owned Automobile. Except for renewal agreement travel, the mileage allowance rates for PDT by privately owned automobile, when authorized or approved depends on the number of authorized travelers in the automobile. An authorized traveler is any employee or dependent traveling due to the PDT order. See par. C2505 for PCS mileage rates. These rates are for the use of only one privately owned automobile per household. Unless authorization is granted under the provisions of par. C2159-C for an employee and dependents to use more than one privately owned automobile, reimbursement is authorized as though the employee and dependents used only one automobile. Reimbursement for all privately owned airplane or motorcycle PDT and renewal agreement travel by privately owned automobile, including per diem, is determined under par. C2159 and shall not exceed the common carrier travel cost.

B. Mixed Transportation Modes. When POC use is authorized/approved for PDT and travel is partly by POC and partly by common carrier at personal expense (see par. C2207), the traveler is entitled to the PCS mileage rate for the distance traveled by POC plus the common carrier cost, and per diem for actual travel time. The total amount shall not exceed the PCS mileage plus per diem for the ordered travel.

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

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

***C4251 USE OF MORE THAN TWO AUTOMOBILES**

Authorization for the use of more than two POCs is limited to PDT that is advantageous to the Government. Conditions for reimbursement authorization are in par. C2159-C.

C4253 COMPUTING POC TRAVEL REIMBURSEMENT

The following examples illustrate the method of computing the PCS mileage rate and per diem incident to travel by POC for PDT.

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

EXAMPLE 1

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

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

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

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

EXAMPLE 2

If the employee in Example 1 travels alone in one POA and spouse and child travel in a second POA, the reimbursement is the same as in Example 1, if there is no justification under par. C2159-C for authorizing the use of more than one vehicle.

EXAMPLE 3

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

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

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

CHAPTER 4

***PART I: RESERVED**

(SEE CHAPTER 5, PART A)

CHAPTER 5
PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

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CHAPTER 5 PERMANENT DUTY TRAVEL

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)

C5150 GENERAL

This Part prescribes PCS HHG transportation and NTS entitlements including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

C5152 ELIGIBILITY

The following are eligible for HHG transportation and storage in transit (SIT) at Government expense when a relocation is in the interest of the Government:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official duty station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of services;
4. An SES employee authorized last move home benefits (FTR §302-3.304);
5. An employee authorized a temporary change of station (TCS).

C5154 BASIC ENTITLEMENT

A. General

1. An employee/appointee, who is authorized a move at Government expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302-8.1)
 - (a) CONUS isolated PDS;
 - (b) OCONUS PDS where HHG transportation to that location is limited;
 - (c) OCONUS PDS and NTS is in the Government's best interest or cost effective to do so; or
 - (d) Temporary change of station (TCS).
3. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued; however, the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's responsibility.
4. NTS of HHG is not permitted for a career SES employee.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored in connection with transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

NOTE: Under no circumstances shall the Government pay any expenses associated with excess weight.

C. Professional Books, Papers, and Equipment (PBP&E)

1. Policy. PBP&E are HHG. If the PBP&E may cause an excess weight condition as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C5154-C3 (FTR §302-7.4). See Appendix A for the definition of PBP&E.
2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:
 - a. Before shipment occurs, the employee must furnish an itemized inventory of PBP&E for review by an official designated by the authorizing/order-issuing command.
 - b. The employee must furnish appropriate evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in an excess weight situation.
 - c. An appropriate official designated by the authorizing/order-issuing command at the new PDS, must review and certify that the itemized PBP&E, are necessary for the proper performance of the employee's duties at the new PDS, and that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.
3. Administrative Expense. When the employee's PBP&E are authorized for shipment:
 - a. They are transported to the new PDS as an administrative cost not chargeable to appropriations available for travel and transportation expenses.
 - b. Transportation must be by the actual expense method (i.e., the commuted rate method must not be used) (FTR §302-7.13).
 - c. The weight and the administrative appropriation chargeable must be stated as separate items on the transportation documentation.
 - d. A constructed weight may be used in unusual instances when it is impractical or impossible to obtain separate weights (see par. C5335-D).
 - e. The PBP&E may be returned to a CONUS location as an administrative expense for an employee separating from Government service provided they were transported to the OCONUS location as an administrative expense (FTR §302-7.303). See also par. C5345-C2.
4. Administratively Restricted HHG Weight
 - a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C5154-C3.
 - b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)
 - c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, shall not exceed the maximum weight allowance unless the PBP&E is shipped under par. C5154-C2 and C5154-C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in Appendix F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.
2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, shall not exceed the maximum weight allowance.
3. The employee's PCS travel authorization should show the consumable items authorized weight allowance (see Appendix F).
4. Consumable goods are transported like HHG.

E. Weight Additive Articles (FTR §302-7.20). When HHG include an article or trailer of reasonable size, for which a carrier assesses a weight additive (as prescribed in the applicable tariff), the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. C5154-B. Special packing, crating and handling expenses for these articles are the employee's financial responsibility.

F. HHG Transportation Expenses

1. Government-paid Expenses. The following expenses are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, uncrating, and transportation;
 - b. Drayage to or from the common carrier's storage site (except for door-to-door common carrier rates); and
 - c. Storage in transit (SIT) NTE 90 days, as applicable (see par. C5375-B1).

NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage within the 2-year entitlement period. This includes shipments that have been converted to storage at the employee's expense. In addition, delivery out of SIT at Government expense may be extended for the time period of an extension granted under par. C14000-B.

2. Employee-paid Expenses. The following expenses are the employee's financial responsibility:
 - a. Excess weight charges,
 - b. Transportation other than between authorized locations,
 - c. Transportation of articles not allowed,
 - d. The cost of HHG insurance higher than the valuation allowance under the carrier's tariffs or warehousemen's liability, and
 - e. Special services requested by the employee.

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

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

2. Documents

a. PCS Travel Authorization. Travelers should be prepared to attach one or more copies of the PCS travel authorization to the voucher. Follow procedures in DoDFMR regarding numbers of copies.

b. Documentation

(1) The following documentation must be attached to the voucher:

(a) Paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and

(c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

(a) Proper weighing facilities are not available at origin/any point en route/destination, or

(b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.11). Submission procedures for HHG loss or damage claims are provided in Service regulations.

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

1. The shipment originates at the employee's last PDS, actual residence, or another point;

2. Part of the shipment originates at the last PDS and the remainder at one or more other points;

3. The destination is the new PDS or another point; or

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

NOTE: The total amount paid by the Government shall not exceed the cost of transporting the property in one lot by the method selected under Part C, section 1 of this chapter, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS (FTR §302-7.7).

J. Employee Married to Uniformed Service Member. An employee married to a uniformed service member retains HHG transportation and storage entitlements if a PCS travel authorization is issued to the employee. (See B-202023, December 4, 1981 and 54 Comp. Gen. 892 (1975)).

EXAMPLE: An employee's uniformed member spouse receives a PCS order. The member's PCS weight allowance is 12,500 lbs (See JFTR, par. U5310). The employee receives a PCS travel authorization. The employee's PCS HHG weight allowance is 18,000 lbs. (See. JTR, par. C5154-B). Together they may ship 30,500 pounds of HHG – but they may not both be paid or reimbursed for shipping the same HHG.

See JFTR, par. U5012-C for transportation of HHG for a uniformed member married to a DoD civilian employee when both are authorized HHG shipments to the same new PDS.

K. HHG Transportation between Local Quarters.

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the Government's convenience, the local commander issues a written travel authorization to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings in connection with an authorized PCS (B-138678, April 22, 1959; 52 Comp. Gen. 293 (1972)).

NOTE: Temporary Storage (Storage in Transit or SIT) is not authorized.

2. Local Transportation Costs

- a. Local transportation costs are charged to the command authorizing the transportation.
- b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess costs.
- c. If an adequate scale is not available, the excess weight is determined by using the constructive weight (see par. C5335-D).
- d. The 18,000-pound limitation (par. C5154-B) and the 4,500-pound limitation (par. C5156) do not apply to this HHG transportation authorized.

C5156 ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16)

A. Policy. When Government furnishings are provided at OCONUS locations, HHG transportation at Government expense to or from such OCONUS locations ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight. ***NOTE: A travel authorization permitting the State Department administrative HHG weight limit of 7,200 pounds is erroneous and only 4,500 pounds may be shipped at Government expense subject to the exceptions below.***

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.
2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.
3. If all Government furnishings are required to be returned to the Government and/or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
4. The authorizing/order-issuing official or designee may increase the restricted HHG weight allowance, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:
 - a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
 - b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;

- c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
 - d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.
5. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

NOTE: Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.

C. Shipment from a Weight-restricted Area. If an employee is transferred from an OCONUS weight-restricted PDS to a PDS where Government-owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transportation does not exceed the authorized weight limit for the new PDS.

C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous period of OCONUS employment must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Agency concerned.

If HHG are shipped back to the OCONUS PDS, a new transportation agreement is not required.

C5160 TRANSPORTATION METHODS (FTR §302-7.100-201)

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed in connection with each PCS travel authorization prior to authorizing a transportation method on that PCS travel authorization.

B. Unaccompanied Baggage

1. General

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

2. Weight Allowance. Except as in par. C5160-B4, the unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent 12 or older, and 175 pounds net weight for each child under age 12 (see par. C5335).

3. Transportation. Except as in par. C5160-B4, unaccompanied baggage must be shipped under Government transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for unaccompanied baggage transportation.

4. Air Transportation (Expedited Mode) to, from, or between OCONUS PDSs

a. General

- (1) The total amount of unaccompanied baggage transported by air (or any expedited mode) may not exceed 1,000 pounds net weight.
- (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.
- (3) Unaccompanied baggage may be transported by air from the old PDS to the appropriate POE to arrive before the departure time of the employee's or dependent's transportation.

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

- (1) Shipment by the lowest overall cost mode cannot provide the required service,
- (2) The employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, or
- (3) The authorizing/order-issuing official determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. Government-procured. The Government contracts, negotiates, audits and pays transportation vouchers directly to the carriers. A PCS travel authorization must state:

- a. The transportation authorization,
- b. That the HHG are to be shipped by a Government-arranged move, and
- c. That unauthorized charges are the employee's financial responsibility.

2. Personally-procured. The employee, with assistance as required from the activity from which the employee is departing, must make the necessary HHG shipment arrangements through the servicing transportation officer. Reimbursement is limited to actual expenses incurred by the employee, not to exceed the cost of a Government-arranged move.

D. Commuted Rate (FTR §302-7.13)

1. Applicability. The commuted rate system may be used only for HHG shipments between CONUS PDSs.
2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).
3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) (Internet address: <http://policyworks.gov/transportation>) for carrier services provided, including:
 - a. Transportation,
 - b. Packing,

- c. Unpacking,
- d. Crating,
- e. Drayage, and
- f. SIT.

NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to get the Commuted Rate Schedule and Rate Tables: Go to the GSA Internet site (<http://www.policyworks.gov/transportation>) and click on Commuted Rate (under Policies). For a copy of the schedule, click on commuted rate schedule at the bottom of page. To get the actual rate tables you must subscribe to the Commercial Relocation Tariff, STB HGB 400-(Series), which is available from:

American Moving and Storage Association
1611 Duke Street
Alexandria, VA 23314-3482
Tel. 703-683-7410

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

- 1. Authorized HHG weight allowance, and
- 2. Cost of Government-procured HHG transportation in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.15). Employees who choose to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

- 1. All HHG transportation for which the Government pays shall:
 - a. Be only for HHG within the employee's authorized HHG weight allowance;
 - b. Not exceed the Government-arranged move transportation cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and
 - c. Be made on U.S. flag carriers, when reasonably available.
- 2. HHG may not be moved at Government expense when:
 - a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),

- b. The employee violates the agreement under which the HHG originally were transported,
 - c. The employee has no entitlement to transportation at Government expense, or
 - d. Authorized transportation does not begin within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

- 1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each PCS travel authorization.
- 2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS travel authorization.
- 3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
- 4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
- 5. If the cost comparison is not made, and/or if the PCS travel authorization does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, December 20, 2001).
- 6. The chart below details considerations when determining a shipping method to authorize on a PCS travel authorization.

CONSIDERATIONS (FTR §302-7.14)		
Method	Advantages	Disadvantages
Commuted Rate	1. The Government is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The Government cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy.
Actual Expense	1. The Government may take advantage of special discounts offered.	1. The Government is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims, and other incidentals. 2. The Government's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See Defense Travel Regulation (DTR), DoD 4500.9-R, Part IV.

C5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.

B. **RESERVED**

C. **RESERVED**

D. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Government expense.

E. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the Government, and may not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. *Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.* The net weight of such shipments shall be charged against the employee's weight allowance.

F. HHG and Mobile Home Allowances. See par. C10001.

G. HHG Transportation before a PCS Travel Authorization Is Issued. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued, but the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

H. Time Limitation

1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports for work) at the new PDS. For HHG movement delay incident to successive PCS assignments, see par. C4106.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports to work) at the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska.***

c. For a HHG transportation that is delayed incident to successive PCS assignments, see par. C4106.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's effective date of PCS or return for separation.

(2) If practicable, HHG transportation is concurrent the employee's departure or as soon afterward as appropriate transportation is available.

(3) For HHG movement delayed because of successive PCS assignments, see par. C4106.

b. New PDS Reassignment. Under no circumstances shall HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the effective date of the new PDS reassignment.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

(1) The HHG transportation entitlement (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (not to exceed 2 years) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C4202-B.

(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is begun within 2 years from the effective date of the employee's separation.

(4) Temporary Storage (Storage in Transit - SIT) of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period

NTE 90 days under conditions stated in par. C5375-B2 if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days at Government expense shall not be authorized/approved under any circumstances.*

C5335 DETERMINING THE NET WEIGHT

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,
2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. Is the weight shown on the bill of lading or weight certificate;
2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and
3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments (FTR §302-7.12). When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight (FTR §302-7.12). A constructed weight based on 7 pounds per cubic foot (See NOTE 2 below.) of properly loaded space is to be used:

1. When an adequate scale is not available at origin, en route or at destination,
2. For a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

NOTE 2: PBP&E weight is based on 40 pounds per cubic foot.

C5340 EXCESS CHARGES

A. Policy

NOTE: The Government may pay the total charges for the transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee. Payment for the transportation and collection from the employee for excess charges are in accordance with finance regulations. (FTR §302-7.200)

1. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.
2. The employee's signature on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to be financially responsible for excess weight charges.
3. When an excess weight status is known prior to transportation, TOs must notify the employee and the authorizing/order-issuing official providing transportation funds.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: See AR 55-71, Transportation of Personal Property and Related Services;
2. Navy: See Transportation of Personal Property (NAVSUP P-490);
3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030.
4. Department of Defense (DoD) Components: (See Appendix A for a list of DoD Components.)
OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

C5345 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Government's cost shall not exceed the costs over a usually traveled route between the old PDS and the new PDS.
4. When the travel is to a first PDS, the Government's cost shall not exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C7002.
2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

EXAMPLE: An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Government expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence/and or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Government expense incident to a PCS, separation, or authorized advance transportation of dependents (see par. C7003).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

(1) The advance return transportation of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C7003-D for the advance return of dependents.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned entitlement to return travel and transportation, and an official PCS travel authorization has been issued directing the employee's PCS or separation travel (B-188345, April 13, 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the Government's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

(1) Advance transportation of HHG at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C7003-D1b, as being in the Government's best interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) Government transportation facilities may not be used in connection with the advance HHG transportation.

c. Employee Returning for Separation

(1) HHG of employees returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

(2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement may not exceed the constructed cost of transportation in one lot from the OCONUS PDS to the actual residence.

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned to CONUS as an administrative expense for an employee separating from Government service (FTR §302-7.303). See also par. C5154-C.

d. Evacuation. When the conditions in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 U.S.C. §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven post to the evacuated employee's assigned PDS.

C5350 RESERVED

C5375 STORAGE IN TRANSIT (SIT)

A. General (FTR §302-7.107). Temporary storage is short-term storage that is part of HHG transportation. Temporary storage may be at any combination of the origin, destination, and en route locations. Also referred to as storage in transit (SIT). SIT is not authorized for HHG moves between local quarters when no PCS exists.

B. Time Limitation

1. General. SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,
- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary quarters for the purpose of furnishing temporary quarters is a TQSE expense. See par. C13215.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement shall not exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for expenses of \$75 or more. Written statements, acceptable to the authorizing/order-issuing official, are allowed when receipts are not available.

C5380 NON-TEMPORARY STORAGE (NTS)A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §302-8.100-108)

1. Eligibility. Employees who perform PCS travel or new appointee travel (par. C4051) to a designated isolated CONUS PDS are eligible for NTS of HHG.

2. Agreement and Liability Conditions

a. Expenses for NTS of HHG at Government expense may be allowed for employees transferring to/within CONUS when the employee agrees, in writing, to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

b. A signed agreement for 12 months is required in connection with each individual CONUS PCS.

c. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for NTS shall be recovered from the individual as a debt due the Government.

3. Authorization

a. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

- (1) Available housing at the PDS can accommodate the HHG,
- (2) Adequate housing is available within daily commuting distance, or
- (3) It is for the employee's convenience.

4. Exceptions. NTS in connection with a PCS travel authorization to a designated isolated CONUS PDS may be subsequently approved for:

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at Government expense, and

c. An eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Government expense.

5. Time Limitation. NTS at Government expense:

a. Should be authorized for time periods NTE 1 year and may be extended, as necessary, under the employee's assignment length at a designated isolated CONUS PDS, but

b. Shall not exceed 3 years.

Although eligibility for NTS ends on the last day of work at the designated isolated CONUS PDS, NTS may continue until the beginning of the 2nd month after the month the employee's eligibility ends.

6. Place of Storage. The transportation officer determines the NTS location.

7. Allowable Costs. Allowable costs for NTS of HHG include:

- a. Packing,
- b. Crating,
- c. Unpacking,
- d. Uncrating,
- e. Transportation to and from storage place,
- f. Charges while in storage, and
- g. Other necessary charges directly relating to the storage.

8. Documentation

- a. NTS authorization must be in the PCS travel authorization.
- b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the Defense Transportation Regulation (DoD 4500.9-R, Volume IV, Chapter 406, par. C) showing the HHG weight and date placed in NTS.
- c. One copy of the DD Form 1164 is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS travel authorization to a PDS at an isolated location should be submitted to the official designated by the Service/Defense Agency for a decision.

B. NTS of HHG in Connection with Moves to and between OCONUS Areas (FTR §302-8.200-203)

1. General

- a. If an employee's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the employee may request withdrawal from NTS and transportation at Government expense when subsequently there is authority and the HHG are needed for the current tour of duty or when a renewal agreement is executed.
- b. The conversion of HHG from SIT to NTS, at Government expense, and from storage at personal expense to NTS at Government expense, may be authorized/approved when the employee is entitled to it.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

- a. Employee is not authorized to transport HHG to the PDS,
- b. Employee is unable to use HHG at the PDS,
- c. Storage is authorized in the Government's best interest, or
- d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation

- a. NTS, at Government expense, may be authorized for a period NTE the tour of duty plus 1 month prior to the time the tour begins.
- b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.
- c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Government expense may continue until the beginning of the 2nd month after the month that eligibility ends unless the OCONUS Command extends the period.
- d. The employee's OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS, at Government expense, the following actions must be taken:

- a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:
 - (1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For Army civilian employees: The transportation officer also must forward a copy of DD Form 1164 and any amendments, and a copy of the employee's PCS travel authorization, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306., and***
 - (2) The original warehouse inventory receipt.
- b. The gaining OCONUS personnel office must:
 - (1) Establish an employee NTS HHG file that:
 - (a) Is separate from official personnel records,
 - (b) Serves as a suspense file for FY funding and any subsequent HHG transportation, and
 - (c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;
 - (2) Furnish the FY fund citation to the TO;
 - (3) Inform the transportation officer if the employee's NTS entitlement stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and
 - (4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

- a. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. Government-paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

- (1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and
- (2) Employee is entitled to return transportation.

c. Employee-paid Expenses

(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C7003-D1.

(2) When the employee earns return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.

EXAMPLE: After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.

d. Documentation. Paid expense receipts of \$75 or more are required.

e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Government expense prior to receiving a new PCS travel authorization.

C. NTS of HHG for DoDDS Employees (FTR §302-8.300-301)

1. Storage between School Years

a. NTS of HHG is not allowed for DoDDS employees who are separated from the rolls during the summer recess.

b. NTS between school years may be authorized for DoDDS employees on a school-year basis if the:

(1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

(2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

(3) DoDDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) Government quarters occupancy,

(b) A quarters allowance ***NOTE: A quarters allowance shall not be paid for the actual period the HHG are in storage,*** or

(c) Any other HHG storage to which that DoDDS employee is entitled through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the beginning of the next school year, the employee is financially responsible for:

- (1) Commercial storage costs (including related services), or
- (2) The value of the storage furnished (including related services) if the HHG were stored in a Government facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

- a. May be authorized/approved by the authorizing/order-issuing official if it is in the Government's best interest;
- b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C4164-B4;
- c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C4164-B4a;
- d. Shall not exceed the applicable weight allowance for which there is entitlement;
- e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:
 - (1) Report for duty at the OCONUS PDS when leave without pay ends, or
 - (2) Present satisfactory evidence of course of study completion,

unless the authorizing/order-issuing official determines that the situation was beyond the employee's control.

Effective 2 November 2002

PART Q: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C6750 R&R LEAVE TRAVEL

*A. Policy. The policy for designating locations eligible for funded R&R leave transportation for DoD employees is the same policy used for military R&R established in DoD Directive 1327.5 subsection 6.17. ***This transportation may not be combined with TDY travel.***

*B. Eligibility. An employee is eligible if assigned to a designated location outside the United States. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour. A contingency tour is in connection with and directly tied to a contingency operation (see Appendix A, Definitions, Part I: Terms). R&R is for DoD employees who are serving tour lengths under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who have served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5.
2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.
3. Alternate Destination. Employees may select a destination different from the authorized destination in Appendix U and be reimbursed not to exceed the cost of Government-provided travel to the authorized destination. The alternate location is an official travel location, and therefore available contract city pair fares may be available for use. ***If the employee travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1:

Employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.

No city pair to Frankfurt, Germany and the least cost unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Baltimore, MD is the authorized CONUS destination.

The city pair fare to Baltimore is \$1,000.

Employee desires to utilize R&R to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD the city pair fare may not be used to Boston. Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

Employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.

City pair trip cost to Frankfurt is \$980.

Baltimore, MD is the authorized CONUS destination.

The city fare to Baltimore is \$ 1,400.

Employee desires to utilize R&R to St. Louis, MO.

City pair fare to St. Louis is \$1,200.

Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized city pair fare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.

4. Location Designation/Redesignation

a. Designating Authorities. OASD (MPP) designates R&R locations/destinations for DoD employees.

b. Designation Requests. Designation requests must be through Combatant Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.

c. Redesignation Requests. Redesignation requests must be sent through Combatant Command channels to reach OASD (MPP) before the indicated re-designation date.

D. Transportation

1. Employees only.

2. Restrictions. An employee taking a R&R trip may use:

- a. military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or
- b. commercial air transportation if military air transportation is not reasonably available, and
- c. may not use cruise or tour packages to and from the authorized destination.

NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.

3. Procurement. Commercial air transportation must be arranged in accordance with par. C2207.

4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between an employee’s duty station and the authorized destination as determined in par. C6750-C2.

5. Time Limitation

a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.

b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

F. Travel Authorization. The DD Form 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) is used to authorize R&R transportation. See par. C3150. The rules concerning TDY travel transportation accommodations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2207 about arranging official travel.

G. Per Diem. *Per diem is not authorized for R&R travel.*

H. Legal Authority for this Part. 10 U.S.C. §1599B; 22 U.S.C. §4081(6) and (8).

***CHAPTER 8**

RESERVED

(SEE CHAPTER 5 (PART D) FOR HHG TRANSPORTATION)

PART C: TQSE(F)**C13300 PURPOSE**

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

Effective 19 February 2002

C13302 LIMITATIONS

1. The authorizing/order-issuing official, *not the employee*, determines if TQSE(F) is necessary.
2. If the *authorizing/order-issuing official chooses*, TQSE(F) may be offered to the employee.
3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the authorizing/order-issuing official authorizes/approves TQSE.
4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.
5. TQSE(F) may be authorized/approved for the number of days determined necessary, *up to 30 days* ***NOTE: The authorizing/order-issuing official is not required to authorize/approve the full 30 days.***
6. The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.
7. If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses any balance belongs to the employee.
8. TQSE does not include local transportation expenses incurred during the occupancy of temporary quarters.

***C13305 TQSE(F) OPTION**

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

When TQSE is authorized, the authorizing/order-issuing official may offer employees, on a case-by-case basis, a TQSE(F) amount, computed as indicated in par. C13320, instead of TQSE(AE). TQSE(F) is a lump-sum payment based on the locality per diem rate *in effect at the new PDS when the TQSE(F) offer is accepted by the employee*. The amount of the lump-sum payment is not changed by any increase or decrease to the new PDS per diem rate after the employee accepts the offer. TQSE(F) may be authorized for the number of days determined necessary, *up to 30 days*. When deciding whether or not to offer TQSE(F) to an employee, authorizing/order-issuing officials should consider:

1. Administration Ease

TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F) because receipts and supporting statements are not required.

2. Cost Considerations

- a. TQSE(AE) may continue for up to 120 consecutive days. *TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.*

b. TQSE(AE) in CONUS is based on the Standard CONUS per diem rate (see par. C4550-F3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current rate). TQSE(AE) in OCONUS locations is based on the PDS location maximum per diem rate (see <http://www.dtic.mil/perdiem/opdrform.html>). *TQSE(F) always is based on the PDS location maximum per diem rate.*

3. Employee Choice

TQSE(F) is based on a lower percentage of the locality per diem rate. If the authorizing/order-issuing official offers an employee the option of TQSE(F), the employee must choose between it and TQSE(AE). The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE). *Once the employee selects a TQSE method, the selection may not be changed. NOTE: If the authorizing/order-issuing official inadvertently fails to offer an employee TQSE(F) and the employee's PCS travel authorization reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may retroactively amend the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)*

C13310 TIME LIMITATIONS

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

C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

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

C13320 COMPUTATION

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

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

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

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

C. TQSE(F) Per Diem Rates/Percentages. *The per diem rates used in the following example(s) are for illustrative purposes only. Please check <http://www.dtic.mil/perdiem/opdrform.html> (OCONUS) and <http://www.dtic.mil/perdiem/pdrform.html> (CONUS), for current per diem rates.*

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

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

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

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

NOTE: If temporary quarters are used in a locality where the per diem rate is \$100, the maximum daily rates (based on the daily per diem rate of \$100) in pars. C13320-C2a and C13320-C2b are \$75 and \$25, respectively.

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

1. Data Used

- a. Number of days authorized for TQSE(F) = 30 days.
- b. Locality per diem rate = \$90 (lodging) + \$30 (M&IE) = \$120 total per diem.
- c. Employee percentage = .75.
- d. Dependent percentage = .25.
- e. Number of dependents = 4.

2. Calculation for the Employee

- a. multiply the maximum per diem rate (\$120) by .75
 $\$120 \times .75 = \90 .
- b. multiply the answer in the previous step (\$90) by the number of days authorized (30) $\$90 \times 30 = \$2,700$.
- c. In this example, the employee's TQSE(F) payment is \$2,700.

3. Calculation for the Dependents

- a. multiply the maximum per diem rate (\$120) by .25 $\$120 \times .25 = \30 .
- b. multiply the answer in the previous step (\$30) by the number of days authorized (30) $\$30 \times 30 = \900 .
- c. In this example, each dependent's TQSE(F) payment is \$900.
- d. In this example, the four dependents total TQSE(F) payment is \$3,600
 $4 \times \$900 = \$3,600$.

4. Total Payment. In this example the employee's TQSE(F) payment is \$2,700 for himself and \$3,600 for four dependents, for a total TQSE(F) payment of \$6,300. $\$2,700 + \$3,600 = \$6,300$.

E. TQSE(F) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	\$120	.75	30	1	$((\$120 \times .75) \times 30) \times 1$	\$2700
Dependent	\$120	.25	30	4	$((\$120 \times .25) \times 30) \times 4$	\$3600
					Total TQSE(F) Pmt	\$6300

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

TRAVEL AUTHORIZATION. (*Also referred to as travel order.*) A written instrument, issued or approved by person(s) to whom authority has been delegated, authorizing an employee or group of employees to travel. There are four basic types of travel authorizations:

A. **Unlimited Open.** A travel authorization allowing an employee to travel on official business without further authorization for a specified period of time. **NOTE: Unlimited Open travel authorizations are not used in DTS.**

B. **Limited Open.** A travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. **NOTE: Limited Open travel authorizations are not used in DTS.**

C. **Repeat.** A travel authorization allowing an employee to repeatedly travel on official business without further authorization to a specific destination for a specified period of time. **NOTE: Repeat travel authorizations are not used in DTS.**

D. **Trip-by-trip.** A travel authorization allowing an individual or group of individuals to take one or more specific official business trips that must include specific purpose, itinerary, and estimated costs.

TRAVEL CLAIM (VOUCHER). A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY. Travel that results from:

A. the traveler becoming incapacitated by illness or injury not due to personal misconduct;

B. the death or serious illness of a member of the traveler's family; or

C. a catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government, or employed (under 5 U.S.C. §5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel solely in connection with business of the DoD or the Government.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel requesting officials for their own travel orders. However when travelers are permitted to be travel requesting officials for their own orders, under no circumstances may the travel requesting official also be the travel-approving/directing and/or authorizing/order-issuing official for the travel. ***NOTE: A travel request is subject to approval/disapproval by a travel-approving/directing official.***

TRAVEL STATUS. The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

UNACCOMPANIED BAGGAGE. See ***BAGGAGE, UNACCOMPANIED.***

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

***UNITED STATES.** The 50 states, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and all other territories and possessions of the United States.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

- A. under the local command of a uniformed service,
- B. with permanent or semi-permanent-type troop shelters and a Government mess, and
- C. where there are U.S. Government operations.

NOTE: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

Effective 13 September 2002

WEIGHT ADDITIVE. See ***HOUSEHOLD GOODS-WEIGHT ADDITIVE.***

*APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A *member*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.* (*i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.*)

*A *civilian employee*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.* (*i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.*) This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156. *In no event shall the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.*

Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

LOCATIONS		
Afghanistan, Kabul	Gabon, Libreville	Oman, Muscat
Albania, Tirana	Georgia, Tbilisi	Pakistan, Islamabad Quetta
Algeria, Algiers	Ghana, Accra	Philippines, Manila
Angola, Luanda	Guinea, Conakry	Poland, Warsaw
Armenia, Yerevan	Guyana, Georgetown	Romania, Bucharest
Azerbaijan, Baku	Haiti	Russia, Moscow St. Petersburg
Bangladesh, Dhaka	India, Calcutta New Delhi	Rwanda, Kigali
Belarus, Minsk	Indonesia	*Senegal (eff 12 August 2003)
Bolivia, La Paz	Kazakhstan, Almaty (Alma-Ata)	Serbia & Montenegro, Republics of Belgrade
Bosnia & Herzegovina, Federation of	Kenya	Sierra Leone, Freetown
Botswana	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Bulgaria, Sofia	Laos	Sri Lanka, Colombo
Burkina, Ouagadougou	Latvia, Riga	Sudan, Khartoum
Burma, Rangoon	Liberia, Monrovia	Suriname, Paramaribo
Burundi, Bujumbura	Lithuania, Vilnius	Syria, Damascus
Cambodia, Phnom Penh	Macedonia, The Former Yugoslav Republic of, Skopje	Togo, Lome
Cameroon, Yaounde	Madagascar, Antananarivo	Turkmenistan, Ashkhabat
Central African Republic, Bangui	Malawi, Lilongwe	Uganda, Kampala
Chad, N'Djamena	Mali, Bamako	Ukraine, Kiev
China, Beijing Shanghai	Mauritania, Nouakchott	Uzbekistan, Tashkent
Congo, Democratic Republic of the Kinshasa	Moldova	Vietnam
Congo, Republic of the Brazzaville	Mongolia, Ulaanbaatar	Yemen, Sanaa

Cote d'Ivoire, Abidjan	Mozambique, Maputo	Zambia, Lusaka
Cuba, Havana	Nepal, Kathmandu	Zimbabwe
Cyprus, Nicosia	Nicaragua, Managua	
Djibouti	Niger, Niamey	
Ecuador, Quito	Nigeria, Lagos	
Eritrea, Asmara	Norway, Bodo	
Estonia		
Ethiopia, Addis Ababa		

g. the date the evacuee commences return travel to post.

624 Agency Report Requirements

When an evacuation is ordered or authorized, a report will immediately be submitted to the head of agency who will forward a copy to the Department of State. The report will contain the following information:

- a. names of evacuated employees;
- b. names of evacuated dependents (indicating, where appropriate, designated representatives);
- c. feasibility of officially reassigning evacuated employees to other positions;
- d. number and kinds of evacuated employees needed to reactivate the post; and
- e. any other facts or circumstances which may aid in determining whether evacuation payments are necessary beyond the first 60 days of the period of evacuation.

A similar report will be made after the expiration of 45 days of evacuation. Upon receipt of this report, a determination will be made as to the number of evacuated employees who will be required to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the period of evacuation. As soon as this determination is made, the post will be instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments will continue. When the extension thus granted is less than 120 additional days, and the evacuation lasts beyond the approved period for continuation of the evacuation payments, approval for continuation of evacuation payments up to the full 120 additional days must be secured from the head of agency.

625 Work Assignments for Evacuated Employees

625.1 Evacuated employees at safe haven posts may be assigned to perform any work considered as necessary or required to be performed during the period of the evacuation without regard to the grades or titles of the employees.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When part time employees, either regular or intermittent, are given assigned work at the safe haven post, records of the number of hours worked will be maintained so that payment may be made for any hours of work which are greater than the number of hours on which payments under Section 620 are made.

630 SPECIAL ALLOWANCES

To help offset direct added expenses which are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, subsistence, and special education expenses. The employee continues to be responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses which may be payable as special allowances under these regulations, an agency determination shall be made for the evacuation considering the following items as the maximum amounts payable:

631 Travel Expense Allowances

The travel reimbursement for evacuees shall be determined in accordance with the rates of per diem for travel in foreign areas contained in the Standardized Regulations (Government Civilians, Foreign Areas), the Federal Travel Regulations or other pertinent agency travel regulations. Travel per diem is authorized for dependents of an employee ordered/authorized to depart at a rate which is equal to the rate payable to the employee (except that the rate for dependents under 12 years of age shall be one half this rate).

Travel per diem for the employee and dependents will be payable from the date of departure from the evacuated post through the date of arrival at the safe haven, including any periods of delay en route beyond the evacuee's control which may result from travel arrangements.

a. Special Safe Haven Travel Considerations:

(1) From Post to Family Safe Haven Locations. When the U.S. is the officially designated safe haven, ordered/authorized departure travel of all dependents may be permitted to the approved home leave point or to any other place in the continental U.S. even though the employee is authorized travel only to Washington, D.C. or other U.S. duty station. Families earlier order or authorized to depart to the U.S. or to an authorized foreign safe haven (see Sections 610.1 and 614) at Government expense, may be permitted to rejoin an employee subsequently ordered or authorized to depart to a duty station in the U.S. However, to and from an alternate safe haven outside the U.S., travel expenses may be reimbursed only on a cost constructive basis calculated from the evacuated post to the U.S. duty station.

(2) From Outside Point to Safe Haven. When an evacuee is away from a post on official travel (home leave orders, R&R, family visitation travel, emergency visitation travel, temporary duty) at the time of an evacuation order, travel expenses may be paid to the safe haven location from the employee/dependent's location. When an employee and/or dependents are away from a post on personal travel when an evacuation order is issued, travel to the safe haven location is on a cost constructive basis, not to exceed cost of travel from the evacuated post to the safe haven location. Upon arrival at the safe haven location, SEA payments under Section 632 are applicable.

*(3) Air Freight Allowance and Air Freight Replacement Allowance. An air freight allowance for unaccompanied air baggage (UAB) may be authorized for both ordered/authorized departure from and return to post trips (in accordance with JTR, par. C5160-B). If the air freight allowance is not used to ship unaccompanied baggage because of circumstances beyond the evacuee's control, an air freight replacement allowance (in lieu of an air freight allowance from post) may be granted to help defray costs of items normally part of the authorized air freight shipment which must be purchased. The flat amounts are as follows: First evacuee without family: \$250; First evacuee with one family member: \$450; or First evacuee with two or more family members: \$600. No receipts are required for this allowance. (Note: Even when the air freight replacement allowance is granted from post, evacuees will still be eligible for an air freight allowance when/if they return to post.)

(4) Third Country Nationals. On a case by case basis, as determined by the head of agency, third country national employees and/or their dependents may be considered for evacuation travel to their country of origin or point of hire rather than to other designated foreign or U.S. safe havens, if this is in the interest of the U.S. Government and approved by the Secretary of State.

b. Household Effects, Privately Owned Vehicle (POV) and Transportation Allowance

Access to, delivery and return to storage of household effects for evacuees is at personal expense, not Government expense. Shipment of POV is not authorized at U.S. Government expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with unexpected local transportation costs may be paid as follows: for first evacuee without family, \$10 per day; for first evacuee with one family member, \$15 per day; for first evacuee with two or more family members, \$20 per day. The transportation allowance may be paid from the first day following arrival at the safe haven location. Receipts are not required.

NOTE: CHANGED EFFECTIVE 10-23-01
632 Subsistence Expense Allowance (SEA)

Unless otherwise directed by the Secretary of State, a subsistence expense allowance for an evacuee shall be determined and paid in accordance with the provisions herein. Payment shall commence as of the date following arrival of the evacuee at an authorized safe haven location and may continue for not more than 180 days or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day will constitute a separate order, will start a separate 180 day period, and will apply only to evacuees departing

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.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

Effective 31 January 2003 for members and 31 July 2003 for employees

*3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.