

VOLUME 2

**DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL**

JOINT TRAVEL REGULATIONS



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

OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, D.C. 20310

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

TO: EXECUTIVE, PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE
COMMITTEE

SUBJECT: Change to Joint Travel Regulations

REFERENCES: (a) Department of Defense Civilian Personnel, Joint Travel Regulations, Volume 2
(b) CPR T3, with all changes thereto
(c) NCPI 4650, with all changes thereto
(d) AFM 40-10, with all changes thereto

By virtue of the authority vested in the Army, Navy, and Air Force members of this Committee by reference (e), the attached regulations relative to travel and transportation allowances of Department of Defense civilian personnel are hereby promulgated as reference (a) effective on 1 July 1965. Concurrently therewith references (b), (c), and (d), and any other existing regulations pertaining to DOD civilian employee travel are rescinded.

The regulations contained in reference (a) have been drafted in such manner that they require no further entitlement implementation by DOD components and no such regulations shall hereafter be issued.

This determination is reproduced on the reverse of the title page of reference (a) for the information and guidance of all concerned.

STANLEY R. RESOR
Under Secretary of the Army

KENNETH E. BELIEU
Under Secretary of the Navy

LEONARD MARKS, JR
Assistant Secretary of the Air Force

JOINT TRAVEL REGULATIONS**VOLUME 2****CHANGE 519**

Alexandria, VA

1 January 2009

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 January 2009 unless otherwise indicated.

LYNN S. HEIRAKUJI

Deputy Assistant Secretary of the Army
Manpower and Reserve Affairs
(Personnel Oversight)

LYNDA DAVIS

Deputy Assistant Secretary of the Navy
(Military Personnel Programs)

BARBARA J. BARGER

Deputy Assistant Secretary of the Air Force
(Force Management Integration)

This change includes all material written in the following CAP Items: 105-08(E); 108-08(I); 113-08(I); 117-08(I); 118-08(I); and -120-08(I).

Insert the attached Parts/Sections and remove the corresponding Parts/Sections.

This cover page replaces the Change 518 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 519:

C2401-B. Reinserts wording inadvertently omitted during an update to the JTR.

C4565. Provides sample computation for temporary duty per diem involving area of responsibility (AOR) travel and overnight travel when lodging is not required.

C4360-E2a(3). Clarifies that the GMR and the \$3.50 incidental rate do not apply on days that the member/employee is traveling into/out of an AOR.

APP G. Adds international driver's license/permit as a reimbursable expense for PCS and TDY travel.

APP P2, par. E3. Updates reference in APP P2.

APP R1, par. F5. Removes language regarding conference planning policy.

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JOINT TRAVEL REGULATIONS

VOLUME 2

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

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

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. 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 Assistant Deputy Under Secretary of Defense (MPP).

PURPOSE AND AUTHORITY

These regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DOD civilian employees and civilians who travel using DOD funding.

With the exception of DOD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 USC §2385(d)), who are authorized per diem, travel, and transportation allowances in accordance with Volume 14, State Department Foreign Affairs Manual (FAM), these regulations are the sole travel and transportation allowances regulations for DOD components.

If there is a headquarters dispersal, the authority for prescribing the allowances in these regulations becomes vested in each DOD Committee member. Each DOD Committee member may issue necessary regulations prescribing allowances 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) or Civilian Board of Contract Appeals (CBCA) and the OSD General Counsel (OSD(GC)).

CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Comptroller General of the United States settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the office of Management and Budget (OMB). OMB delegated this authority to the General Services Administration (GSA), who assigned it to the GSA Board of Contract Appeals (GSBCA). Effective 6 January 2007 Congress established the Civilian Board of Contract Appeals (CBCA) within GSA (Section 847 of Pub. L. 109-163) and transferred the claims settlement function from GSBCA to CBCA.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to CBCA (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 CBCA should be addressed to:
The Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405-0002

Phone Number of the Clerk of the Board (202) 606-8800
FAX (202) 606-0019
Internet address of the CBCA: <http://www.cbca.gsa.gov>

Throughout the JTR, Comptroller General (Comp. Gen.) Decisions from the Government Accountability Office (GAO – formerly the General Accounting Office) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) 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, 30 September 1992. GSBCA decisions on their website 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, 22 July 1998).

For GSBCA decisions visit their website at: <http://www.gsbca.gsa.gov/>.
For CBCA decisions visit their website at: <http://www.cbca.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 C1052-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 JTR allowances are initiated by DOD Civilian Travel Determinations (CTDs), 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 PDTATAC Chairman’s signature date, 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 published change page, the changes are disseminated using the PDTATAC website.

Published changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations included in a published change are shown on that change’s cover sheet.

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 JTR changes 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, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/A1SF, 1040 Air Force Pentagon, (Room 4D236) Washington, DC 20330-1040.
5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

HOW TO GET THE JTR

*Printed paper JTR copies and changes can no longer be ordered. You can download and print copies by accessing the following website: <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

PART H: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION

C2400 GENERAL

A. Authority. DOD component-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under authorizations in Ch 2.

B. Local Area. The local area is the area:

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local common carriers;
2. Within a local commuting area of the PDS/TDY station, (***NOTE: A local area boundary is determined by the AO/local Service/Defense Agency in a written directive.***); or
3. Separate cities, towns, or installations adjacent to or close to each other, between which the commuting public travels during normal business hours on a daily basis.

If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).

C. Control and Delegation

1. A commanders/agency head must designate, in writing, appropriate personnel who may authorize/approve local transportation facilities use by a traveler, other than a traveler under an official travel authorization/order, in the performance of official business.
2. These officials also are responsible for:
 - a. Furnishing public carrier tokens/tickets, when appropriate; and
 - b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local transportation.

D. Miscellaneous Expense Reimbursement. See APP G.

C2401 PDS AREA TRAVEL

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel between:

1. Office/duty point and another place of business;
2. Places of business; or
3. Residence and place of business other than office or duty point,

during official duty.

*B. Commercial Transportation. Commercial transportation expense reimbursement is authorized/approved only if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace. When reimbursement is authorized/approved, a traveler who travels by commercial means is authorized reimbursement of actual and necessary expenses that exceed the ordinary costs incurred for:

1. Local public transportation (when tokens, tickets or cash fares are not furnished);
2. Taxicab fares plus transportation-related tips; and
3. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

a. POC travel is reimbursed using the authorized TDY mileage (see par. C2500) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See APP G.

c. TDY mileage payments, and expense reimbursement are made only to the employee defraying the POC operating expenses, regardless of the number of passengers who accompany the employee or which passengers contributed funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

a. See par. C2192 for travel to and from a transportation terminal.

b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.

c. If the traveler does not ordinarily travel by POC to and from home and POC travel is authorized/approved between the residence/PDS, and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

D. Both Commercial Transportation and POC Travel. When use of a POC and/or commercial transportation is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular place of work;
2. Actual cost of necessary POC parking; and
3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

E. Examples

1. Example 1. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles (50 + 25 + 10 - 70 = 15).

2. Example 2. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the

residence (5 miles). The traveler *is not* authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

3. Example 3. The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of \$7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the \$7 ordinary commuting cost. The traveler is paid for 60 miles (15 + 30 + 15 = 60 miles x TDY mileage) minus \$7.

4. Example 4. The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of \$10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost (\$10). The traveler is paid for 114 miles (45 + 67 + 12 - 10 = 114 miles x TDY mileage) minus \$10.

5. Example 5. The traveler's one-way commuting cost to the PDS is \$3 (\$6 round trip) by bus. The traveler uses the bus to the PDS (\$3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a GOV'T-furnished fare card. The traveler returns to the residence by bus at a cost of \$2. The traveler *is not* authorized any reimbursement since the cost to the traveler is less than the traveler's normal cost to get to work.

6. Example 6. The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler *is not* authorized TDY mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

7. Example 7. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of \$7.50. The traveler is reimbursed the entire \$7.50 (no deduction is made for ordinary POC commute).

C2402 TRAVEL AT THE TDY LOCATION

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;
2. Duty sites; or
3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty. The traveler must furnish a statement that GOV'T transportation was not available or, if available, was not suitable for the travel involved. The traveler may be reimbursed for:

1. Daily round trips between lodging and place of duty; and
2. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transportation fares;
2. Taxicab fares plus transportation-related tips (*when to the GOV'T's advantage*); and
3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (*when to the GOV'T's advantage*).

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed using the rules in par. C2401-C.

C2403 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's regular working hours; and
2. Dependent on public transportation for travel; and,
3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis as advantageous to the GOV'T be written separately or be placed on the reimbursement voucher.

D. POC Mileage. *There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours (58 Comp. Gen 188 (1978); B-171969.42, 9 January 1976; B-202836, 19 November 1981; and B-307918, 20 December 2006).*

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

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C4109 TEMPORARY ASSIGNMENT OF AN EMPLOYEE BETWEEN THE FEDERAL GOVERNMENT AND A STATE OR LOCAL GOVERNMENT OR INSTITUTION OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

A. General. A participant is treated as an “employee” and travel expenses, or limited relocation expenses, may be authorized. OPM maintains oversight of the IPA Mobility Program. *Assignments solely for training are not to be made using this authority.*

B. Authority. Title 5 USC §§ 3371 - 3375 provide authority for the temporary assignment of an employee between the Federal GOV'T and:

1. State or local government,
2. Institutions of higher education,
3. Indian tribal governments,
4. Federally funded research and development centers, or,
5. Other eligible organizations.

C. Allowable Travel and Transportation Reimbursement. The employee must sign a written service agreement for one year or the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location, or limited relocation expenses. The following *may be authorized*:

1. Round trip travel and transportation and per diem IAW Ch 4, Part L (is taxable for an indeterminate period or a period of more than one year) for the employee, or
2. Limited Relocation IAW Ch 5.
 - a. The employee’s travel and transportation expenses to and from the assignment location;
 - b. The employee’s dependents’ travel and transportation expenses to and from the assignment location;
 - c. Transportation and SIT expenses of the employee's HHG and personal effects;
 - d. TQSE at the time the assignment commences and at the time the assignment is completed;
 - e. An MEA; and
 - f. The expenses of NTS of the employee's HHG and personal effects, when the employee is assigned to an isolated location IAW par. C5159.

D. Time Limitation. An assignment may be:

1. Up to 2 years in duration, and
2. Intermittent, part-time, or full-time, and
3. Extended for up to an additional 2 years, when beneficial to both organizations, and

4. Terminated at any time.

E. IPA Mobility Program. Travel, transportation and related allowances for an employee under the IPA Mobility Program, and dependent, must be IAW OPM regulations in CFR, Part 5, Chapter 334. See <http://www.opm.gov/programs/ipa/index.htm> for information and OPM regulations concerning the IPA Mobility Program.

C4113 TDY STATION BECOMES PDS

A. Notification of Change from TDY Station to PDS

1. Coordinate the employee's TDY assignment with the change in PDS notice.
2. Allow the employee time to return to the old PDS to arrange for residence sale, dependent(s) and/or HHG transportation, and to perform PCS travel to the new PDS to report for duty on the PCS effective date.

B. Per Diem Allowances

1. Payment of per diem stops on (i.e., is not paid on or after) the date the employee receives notice that the TDY station becomes the PDS.
2. Per diem is paid if the employee performs a TDY period at the new PDS before the transfer effective date, and the TDY period is terminated by a return to the old PDS at which the employee performs substantial duty. For example, notice is received on 1 September 2008, TDY is conducted from 4-6 September 2008, and the transfer effective date is 30 September 2008 (B-214966, 27 December 1984).

C. PCS Allowances. An employee whose TDY station becomes a new PDS is authorized PCS allowances provided the transfer is in the GOV'T's interest. See par. C5070 for mandatory and discretionary allowances that may be authorized.

D. Old PDS

1. Return travel to Old PDS. Return travel to the old PDS from the TDY (new PDS) location when an employee is transferred in the GOV'T's interest, may be authorized/approved at GOV'T expense (B-169392, 28 October 1976) as indicated in pars. C4113-D1a and C4113-D1b.

a. Before the PCS effective Date

- (1) Return transportation to the old PDS under the TDY travel authorization/order, or reimbursement on a TDY mileage basis for POC use at the rate in par. C2500, if POC travel is determined to be to the GOV'T's advantage, plus per diem for the return trip payable ICW return from TDY; and
- (2) Transportation to the new PDS under the PCS travel authorization/order, or MALT reimbursement for POC use at the applicable rate in par. C2505, for travel to the new PDS plus per diem payable ICW PCS travel.

b. After the PCS Effective Date

- (1) Transportation under the PCS travel authorization/order to the old PDS, or MALT reimbursement for POC use at the rate in par. C2505 (69 Comp. Gen. 424 (1990)) plus per diem for the return trip payable ICW PCS travel; and
- (2) Transportation to the new PDS under the PCS travel authorization/order, or MALT reimbursement for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable ICW PCS travel.

2. Per Diem at the Old PDS

- a. Before the PCS Effective Date. Return to the old PDS, before the date that the employee's TDY location becomes the employee's PDS, is treated in the same manner as return from any TDY assignment and no per diem is payable at the old PDS.
- b. After the PCS Effective Date. Return transportation to the old PDS, after the date on which the TDY location becomes the employee's PDS, is authorized as PCS travel and per diem at the old PDS is not authorized ICW such travel.

E. Comptroller General and GSBGA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

1. B-214966, 27 December 1984 (<http://redbook.gao.gov/14/fl0066692.php>). Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a TDY period or periods at the new official station between the time the employee receives the transfer authorization/order and the authorization/order stated effective date if such TDY period or periods are terminated by a return to the old station on official business.
2. GSBGA 13686-RELO, 28 February 1997 (<http://www.gsbca.gsa.gov/relo/r136860.txt>). An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.
3. GSBGA 15640-RELO, 13 June 2002 (<http://www.gsbca.gsa.gov/relo/r1564013.txt>). An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.
4. B-169392, 28 October 1976 (<http://redbook.gao.gov/17/fl0081691.php>). An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.
5. B-188093, 18 October 1977 (<http://redbook.gao.gov/17/fl0080137.php>).
 - a. One instance that notice of transfer to the location at which an employee is on TDY does not preclude payment of per diem while at that location is the case in which an employee returns to the old PDS to perform substantial duty before the scheduled PCS date. An employee who was notified of a transfer to the TDY location could continue to be paid per diem until the end of the TDY assignment because the employee was expected to return to the old PDS for two or three weeks before the date on which the employee was to report to the new PDS.
 - b. Return to the old PDS for a weekend primarily to make moving arrangements is not considered to be performance of substantial duty at the old PDS as that term is used in par. C4113-E5a.
 - c. Notification of a transfer to the TDY location is not necessarily based on the date the employee receives a formal or written notice of the PCS, it may be based on the date that the employee actually knew officially that the TDY location was to become his PDS. The notice to the employee not only must be communicated to the employee by proper authority but should also be definite as to the action being taken so that the employee has no doubt concerning the PCS.
 - d. To eliminate any misunderstanding, the employee should be advised at the time the employee is notified of the PCS to the TDY location that the notification also terminates per diem at the TDY location. At the same time, or soon after, a PCS travel authorization/order should be issued. Round-trip travel expenses should be authorized as soon as possible for the employee's return trip to the old PDS so that the employee can begin making necessary arrangements in preparation for the PCS.

6. B-190107, 8 February 1978 (<http://redbook.gao.gov/16/fl0079622.php>). An employee performed intermittent TDY in Boston during June 1977. By PCS travel authorization/order dated 16 June 1977 the employee was transferred to Boston, effective 3 July 1977. While the general rule is that an employee, transferred to the place where the employee is performing TDY, may not be paid per diem after notice of such transfer, the rule is not applicable where TDY is intermittent and it is expected that the employee will return to headquarters for official duty prior to effective date of transfer.
7. B-205440, 25 May 1982 (<http://redbook.gao.gov/15/fl0071711.php>). An employee stationed in Washington, DC, who performed intermittent TDY in Hines, IL, after being notified of transfer to Hines effective 9 September 1978, nonetheless may be paid per diem when at Hines through December 30, 1978, since the employee was issued a TDY travel authorization/order to Hines during this period and until reporting to Hines on that date spent much time on assignment in Washington, DC.
8. B-213742, 5 August 1985 (<http://redbook.gao.gov/14/fl0065527.php>). Since employee was notified, while at a TDY station (Washington, DC), that Washington, DC, had been changed to the employee's PDS, the employee may be reimbursed for round-trip travel and transportation expenses incurred between Washington, DC, and Fort Collins to arrange for the movement of the employee's family and HHG and assisting in other matters incident to the relocation.
9. 64 COMP. GEN. 205 (1985) (<http://redbook.gao.gov/14/fl0066590.php>). An employee received travel and per diem during an alleged 6-month detail in Washington, DC, and then was permanently assigned to Washington. Whether a particular location should be considered a temporary or permanent duty station is a question of fact to be determined from the travel authorization/order directing the assignment, the duration of the assignment, and the nature of the duties to be performed. Under the facts and circumstances of this case, it was concluded that the employee's 6-month detail in Washington constituted a legitimate TDY assignment. Therefore, the employee was authorized TDY allowances in Washington until the day the employee received definite notice of transfer there.
10. 69 Comp. Gen. 424 (1990) (<http://redbook.gao.gov/12/fl0057075.php>). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by POV to retrieve stored HHG. The employee is authorized en route per diem and MALT for the round-trip since relocation travel by POV is deemed to be to the GOV'T's advantage.
11. B-253033, 16 November 1993 (<http://archive.gao.gov/iglpdf64/151405.pdf>). An employee's official duty station was Salt Lake City, UT. The employee was on a TDY assignment in San Bernardino, CA, where the employee was selected for a permanent position. However, the employee's final TDY period in San Bernardino was terminated by a return to Salt Lake City for substantial official business. The transfer effective date for per diem purposes is the date on which the employee returned to San Bernardino to stay at the new position, after completion of official business in Salt Lake City.

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PART I: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR

C4360 DEFINITIONS

A. Combatant Command AOR. A specified AOR location where various forces are moved to complete operational actions in low or high intensity operations/exercises. Organizations in the AOR are composed of direct units, coalition forces, CJCS, JTFs and other operating forces supporting the Combatant Commander's operations.

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the Combatant Command commander or an existing joint task force (as defined by Joint Publication 1-02, DOD Dictionary of Military and Associated Terms).

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or Combatant Commander's mission. These include UN and JTF peacekeeping, nation building, humanitarian missions, and similar missions; and operations against an actual or potential enemy. (See APP A for a definition of Contingency Operations.)

D. Exercises. Those Service, Combatant Commander, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers, that may or may not involve more than one Service. The traveler/unit is placed in field duty.

E. TDY Options

1. General

a. The Combatant Commander/JTF Commander:

(1) Provides equity for the payment of travel and transportation allowances in the AOR and actions within the AOR.

(2) Determines the appropriate TDY option for all assigned personnel within the AOR which establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;

(3) May delegate authority to a subordinate commander that directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, meal and incidental expense and/or lodging rate, and

(4) Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel authorizations. ***NOTE: A JTF exercise must be field duty.***

b. These decisions apply to every traveler temporarily assigned for operational deployment to a Combatant Command and/or JTF performing duty under similar conditions within the same AOR.

c. The Secretarial Process for each Service may direct a TDY option different than the one used for a Combatant Command and/or JTF traveler for a traveler who is:

(1) Not located in the Combatant Command's/JTF's AOR but who is operating in a support capacity,
or

Part I: Reimb Options for a Traveler on TDY w/i a Combatant Command/JTF AOR

- (2) Located in the Combatant Command's/JTF's AOR but are not part of the Combatant Command/JTF.
2. Regular TDY
- a. General. For regular TDY, a traveler:
- (1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (see par. C4430-C for exceptions and waiver authority to the 180 day limit);
- (2) Is reimbursed for lodging, meals and incidental expenses in Ch 4, Part L or par. C4360-E2b; and
- * (3) Receiving the GMR while TDY to a Combatant Commander's/JTF Commander's AOR, who travels within that AOR, is not traveling for M&IE purposes (e.g., if a TDY traveler travels from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available). ***NOTE: GMR and the \$3.50 incidental rate do not apply on days the employee is traveling into/out of an AOR.***
- b. Temporary Dining Facilities – Combatant Command or JTF. If:
- (1) A traveler consumes meals at the Combatant Command's/JTF's temporary dining facility and is charged the discount GMR for the meals, the traveler is reimbursed the discount GMR plus an incidental expense of:
- (a) \$3.00 in CONUS, or
- (b) The applicable locality incidental expenses rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS when on a U.S. Installation (see APP A) or the Combatant Commander/JTF commander determines \$3.50 to be adequate.
- (2) The traveler's statement is accepted to support increased per diem for a missed meal at a Combatant Command's/JTF's temporary dining facility, the PMR is authorized (see par. C4554-A1a3) for that day.
- (3) A Combatant Command/JTF traveler outside the AOR or en route to the AOR pays the meal rate IAW the DOD Financial Management Regulation at <http://www.defenseink.mil/comptroller/fmr/>, the traveler is reimbursed IAW Chapter 4, Part L.
- c. Operational Deployment. A traveler on an operational deployment is on "regular" TDY. See exceptions for exercises in par. C4360-E4.
3. Essential Unit Messing (EUM). The traveler is paid the incidental portion of the daily M&IE rate and reimbursed the discount GMR.
4. Field Duty. During field duty (APP A) the traveler is:
- a. Subsisted in a GOV'T mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar types of operations.
- b. Furnished GOV'T quarters or quartered in accommodations ordinarily associated with field exercises.
- c. Reimbursed the discount GMR but not incidental expenses..

Part I: Reimb Options for a Traveler on TDY w/i a Combatant Command/JTF AOR

***NOTE:** A Combatant Commander-/JTF- determined official may place the traveler in a field duty status if quarters and subsistence, obtained by contract, are furnished.*

**JOINT TASK FORCE OPERATIONS TDY OPTIONS
SUBSIST ASHORE**

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Meals – Permanent U.S. Installation	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR 1/
	GOV'T Lodging and GOV'T Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for GOV'T Meals at the Discount GMR 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals (In AOR only)	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR
Essential Unit Messing	GOV'T Lodging and Use of GOV'T Meals is Essential for Training and Readiness Purposes	IE	Traveler Pays for GOV'T Meals at the Discount GMR
Field Duty	GOV'T Lodging, Meals and Incidentals Provided	None	Traveler pays for GOV'T Meals at the Discount GMR

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PART K: TRAINING COURSE ATTENDANCE

C4500 ALLOWANCES

A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem (see par. C4530) or AEA (see par. C4600); or
2. Dependent and HHG transportation to and from the training location. See pars. C4505 and C4510.

B. In the PDS Area. An employee attending a TDY training course in the PDS area may be authorized the following IAW par. C2401:

1. TDY mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees, and
2. Common carrier transportation costs reimbursement.

NOTE: Per diem or AEA is not payable when an employee is authorized transportation reimbursement to and from the training location in par. C4500-B1 or for common carrier transportation in par, C4500-B2, except as provided in par. C4520, item 3.

C. Conference/Training at the PDS as Training Expenses. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS ***cannot be paid as travel and transportation allowances***. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral to the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***These regulations are not the authority for this payment and the payment is not a travel and transportation allowance.***

C4505 DEPENDENT AND HHG TRANSPORTATION

NOTE: Dependent and HHG transportation allowances are authorized in Chs 5 and 7.

A. Allowances Authorized

1. If the estimated total cost of round-trip transportation for dependents (***excluding per diem***) and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the AO may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.
2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by privately owned automobile, mileage reimbursement is authorized as in par. C5050-A.
3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. ***After transportation begins, the employee's allowances and GOV'T obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).***

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances are ***not*** authorized:

1. Per diem payment for dependent travel,
2. A house-hunting trip,

3. TQSE payment (*see par. C5356-B*),
4. Miscellaneous expense reimbursement, and
5. Reimbursement for real estate transactions and/or unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.
2. The activity or command having jurisdiction over the employee is responsible for travel authorization issuance.

C4510 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

NOTE: Dependent and HHG transportation allowances are authorized in Chs 5 and 7.

1. An employee who attends a training program away from the PDS:
 - a. And is transferred to a new PDS after completing the program without returning to the old PDS, or
 - b. En route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of dependent and HHG transportation:

- c. (***But not per diem for dependents***) from the PDS to the training location NTE the total per diem or AEA payments that would have been received at the training location; and
- d. per diem from the training location to the new PDS NTE the cost of dependent and HHG transportation and per diem from the old to the new PDS.

2. When the employee is authorized per diem or AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at GOV'T expense may not exceed the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

B. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by privately owned automobile, see par. C5050-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part P purposes.
2. Before the training begins, a selected employee should be issued a PCS travel authorization/order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel authorization/order establishes the employee's authorization for the real estate transaction allowance reimbursement in Ch 5, Part P.

3. Payment of the real estate transaction allowances in Ch 5, Part P (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
 - a. Successfully completed the training program,
 - b. Signed the service agreement required in par. C5564, and
 - c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See B-161795, 29 June 1967.

C4515 INTERN AND/OR TRAINEE

1. When moving an intern or a trainee, the DOD component must determine if the move is primarily for training or primarily for the performance of work. The designation of a facility as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training purposes that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.
4. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for the performance of work. See par. C5075.*

C4520 TRANSPORTATION AND PER DIEM OR AEA

1. Transportation and per diem or an AEA while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.
2. If an employee is authorized per diem or an AEA but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and daily round-trip transportation may not exceed the per diem or AEA allowed if the employee had remained at the training location. See par. C4677.
3. The employee is authorized **round-trip** TDY mileage or the cost of **round-trip** public conveyance transportation (from the residence to the training location) and per diem or AEA (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

C4525 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Ch 4, Part L. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is authorized an appropriate amount under Ch 4, Part L for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Ch 4, Part L (60 Comp. Gen. 181 (1981)). For AEA information, see Ch 4, Part M. **NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"** (GSBCA 15890-TRAV, 29 July 2003).

C4530 PER DIEM FOR TRAINING ASSIGNMENT

A. General. Per diem rates for all courses of instruction are determined under par. C4530 in the same manner as for any other TDY (see Ch 4, Part L) except for courses of instruction for which a specific rate is prescribed in par. C4530-B, and training, research, and study programs of more than 30 consecutive calendar days to which the rates in pars. C4530-C and C4530-D apply. See par. C4550 for procedures to request changes to the rates in par. C4530-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the 'Lodgings-Plus' method in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during a DOD employee's attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for GOV'T quarters use, the \$12.50 is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for a Training Assignment of more than 30 Consecutive Calendar Days. Per diem rates for a training assignment of more than 30 consecutive calendar days at one location are prescribed in par. C4530-D and apply from the day following the arrival day at the training location through the day prior to the departure day. A training assignment includes research and study programs conducted at any college or university, other academic institution, or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and at which attendance in a TDY status is authorized, IAW par. C4515. ***Any assignment under the DOD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DOD, or similar training and development programs, are primarily for training.*** Per diem payments for training determined IAW instructions in pars. C4530-D1a and C4530-D1d are payable in fixed amounts.

D. Per Diem for a Training Program

1. Training Program. Per diem allowances for a training program of more than 30 consecutive calendar days are:

a. 55 percent of the applicable maximum daily training locality per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, rounded to the next higher dollar (paid in a fixed amount plus actual lodging tax as indicated in ***NOTE 1*** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging tax); except that if:

b. GOV'T quarters are used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required);

c. GOV'T quarters are used and a GOV'T mess is used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and

d. Meals and lodgings are furnished without cost to an employee, per diem payable is \$3 within CONUS, or \$3.50 OCONUS when lodgings used are on a US Installation (see definition in APP A) or the applicable incidental expense allowance in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> if lodgings are not on a U.S. Installation. See the ***NOTE*** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

NOTE 1: Tax on lodging in the CONUS and non-foreign OCONUS areas (see APP A definitions) are limited to tax on the maximum amount prescribed for lodging in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the training location and are reimbursable in addition to the 55% per diem. Tax on lodging in foreign OCONUS areas are part of per diem and are not separately reimbursable.

NOTE 2: If an employee is transferred by PCS travel authorization to the long-term training location, per diem being paid ICW the training assignment stops on the date the employee is notified of the transfer (see par. C4113).

2. Exceptions to the Prescribed Training Program Per Diem Allowances. When the 55 percent rate prescribed in par. C4530-D1a is not appropriate for a particular training assignment, a DOD component may request an exception to the 55 percent rate IAW pars. C4530-D2a and C4530-D2b, below. Requests for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, availability (or non-availability) of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

a. Training Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DOD component involved may request a lower fixed per diem rate under par. C4550.

b. Training Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DOD component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the training locality.

c. Reimbursement for the Cost of Retained Lodging when an Employee on a Training Assignment of More than 30 Consecutive Days Takes Leave. It may be necessary for an employee on a training assignment of more than 30 consecutive calendar days to retain lodgings while on leave. The per diem rate paid while the employee is in a duty status may be adjusted to cover the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee***. The total amount paid for lodging on the duty days cannot exceed the lodging amount that would have been paid had the employee not taken leave. In an instance in which the adjusted per diem exceeds the maximum per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY location, reimbursement on an actual expense basis for the lodging expense may be approved IAW Ch 4, Part M, while the amount for meals and incidental expenses (55 percent of the M&IE rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY location) is paid on a per diem basis.

Example 1

a. An employee on a training assignment of more than 30 consecutive calendar days is paid per diem at the rate of \$50.05 (55% of \$91, the per diem applicable to the training location, rounded to the next higher dollar. The \$91 rate includes \$31 for M&IE and \$60 for lodging).

b. The \$50.05 per diem paid the employee consists of \$17.05 (55 % of \$31, the applicable M&IE rate) for meals and incidental expenses and \$33.00 (\$50.05 minus \$17.05) for lodging.

c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for lodgings (an apartment, including utilities).

d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$990.00 (30 days x \$33.00), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, \$800, is less than the amount the employee would have received at the 55 percent rate, \$800 is used.

- e. The daily lodging cost for each day is \$40, determined by prorating the \$800 lodging cost for the month of June over the 20 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$57.05 (\$17.05 for M&IE and \$40 for lodging). Since \$57.05 does not exceed the locality per diem rate of \$91, it may be paid without AEA.

Example 2

- a. An employee on a training assignment of more than 30 consecutive days is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the training location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
 - b. The \$91 per diem paid the employee consists of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
 - c. The employee had to take emergency leave from 16 through 31 January and after returning to the training location requested reimbursement for the cost of lodgings retained during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying \$2,100 per month for lodgings (an apartment, including utilities).
 - d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$2,036.70 (31 days x \$65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.
 - e. Since \$2,100 exceeds \$2,037.70, \$2,037.70 is used to determine the daily lodging cost. The daily lodging cost for each day is \$135.78, determined by prorating the \$2,037.70 over 15 days during which the employee is authorized per diem.
 - f. The adjusted per diem is \$161.08 (\$25.30 for M&IE and \$135.78 for lodging). Since \$161.08 does not exceed the \$164 locality rate, the \$161.08 may be paid daily without AEA authority.
3. Return to PDS during TDY. See Ch 4, Part N for return to the PDS during TDY.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATE

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

NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the reservation, station or other established area front gate location. Refer to the U.S. Census Bureau website <http://quickfacts.census.gov/cgi-bin/qfd/lookup> which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. For the current Standard CONUS per diem rate, see <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3.

B. Responsibility for Authorizing/Approving a Rate. Each DOD Component head, or a designee, is responsible to ensure per diem for a traveler is sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid an excessive authorized/approved amount (beyond the amount needed), consideration must be given to the following factors that tend to reduce an employee's necessary expenses:

1. Actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. GOV'T-furnished lodging availability, such as GOV'T quarters, or other lodging procured for the employee using a purchase order. See par. C4552-H.

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized prior to the travel.*** A fixed per diem may not exceed the locality per diem rates prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the locality concerned. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office listed in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization/order before travel begins.*** This rate is the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem***

allowance prescribed in this Part.

D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance) a:

a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, NTE the applicable maximum rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY or training locality; or

b. Per diem under the 'Lodgings-Plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4561-A1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

2. Designated Offices

a. Army: An Army Command Commander, an Army Service Component Command Commander, a Direct Reporting Unit Commander/Superintendent, and the Administrative Assistant to the Secretary of the Army (AASA). For this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staffs and other elements, including Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the AASA's purview. This authority may be re-delegated at the commander's/agency head's discretion. In addition, a command may submit a request for an employee attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

b. Navy and Marine Corps: Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;

c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;

d. Office of the SECDEF, Washington Headquarters Services, and other DOD Components: Offices listed in APP L, par. B-1.

NOTE: An increase to the 55 percent limitation prescribed in pars. C4530-D1 and C4561-A for a travel period that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600.

E. Offices Designated to Authorize Reduced Per Diem. The offices listed in pars. C4550-E1 through C4550-E4 are designated to authorize (in advance) a fixed reduced per diem rate IAW pars. C4550-B and C4550-C:

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001;

2. Navy and Marine Corps: Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;

3. Air Force: HQ USAF/A1SF, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;

4. OSD/WHS/Defense Agencies: DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl>.
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. Effective 1 October 2007, the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$70	\$39	\$109

C4551 PER DIEM RATE REVIEW

A. General. When a traveler, command, or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. C4551-B via (1) the appropriate Service/agency channels and (2) via the applicable department/office listed below:

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.
5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

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

B. Final Submission Process. The Service/agency determines the survey request is valid (depending on the location in question along with other factors) and then may submit the request to:

CONUS Locations
General Services Administration
 Office of GOV'Twide Policy
 ATTN: Travel Mgmt Division (MTT)
 1800 F Street NW, #G-219
 Washington, DC 20405-0001

Non-Foreign OCONUS Locations
**Per Diem, Travel and
 Transportation Allowance
 Committee (PDTATAC)**
 ATTN: E&S Branch
 Hoffman Building 1, Room 836
 2461 Eisenhower Avenue
 Alexandria, VA 22331-1300

Foreign OCONUS Locations
Department of State
 Director of Allowances
 State Annex 29, Room 262
 Washington, DC 20522-2902

C4552 GENERAL RULES REGARDING PER DIEM

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

a. Per diem cannot be authorized or paid within the PDS limits (see definition, APP A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D.

b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.

c. Non-payment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period.

2. Per Diem Allowed

a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967).

Example. An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), *and* the employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

D. TDY at Nearby Places outside the PDS. Per diem cannot be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem may be authorized/approved by the AO.

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

F. Travel of 12 or Fewer Hours (12-Hour Rule). *A per diem allowance is not allowed when the official travel period is 12 or fewer hours.* This also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

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

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Ch 4, Part L. See par. C4525 for a

training course exception. For AEA information, see Ch 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

I. Extended TDY Assignment. Authority should be sought to set a reduced per diem rate under par. C4550-C when a travel assignment involves extended periods at TDY locations and an employee should be able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. Par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. Par. C4430 concerning authority for a long-term TDY assignment; and
3. Pars. C4500 and C4530-C if the assignment is for training of more than 30 consecutive calendar days.

J. Meeting and Convention. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the attendee's travel from other DOD Components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See APP R regarding attendance at a meeting and registration fees.

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

C4553 'LODGINGS-PLUS' PER DIEM METHOD COMPUTATION

NOTE: The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using 'Lodgings-Plus' Computation.

A. General. Per diem allowances for all official travel, including PCS, must be computed under the 'Lodgings-Plus' method except when:

1. A fixed per diem rate is authorized for the TDY or training assignment under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;
5. A per diem rate prescribed in par. C4558 for travel by ship applies;
6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there are no commercial establishments that prepare and serve meals;
8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of a military unit while on field duty;
9. A per diem prescribed in par. C4562 for a consultant, expert, and private individual (including an ROTC member) applies; or

10. An AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-Plus' method, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings, plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B; C4553-C; C4553-D; C4553-E and C4553-F apply in the specific situations described.

B. Maximum Per Diem Rate

1. Rates. All travel per diem rates are at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. For CONUS locations not encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.

2. Per Diem when the TDY Location Is a Reservation, Station, Other Established Area, or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs NTE the applicable maximum amount. **Receipts for lodging are required. See par. C1310.**

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging tax. Tax on lodging in foreign OCONUS areas is not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for world-wide locality per diem rates.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without expense itemization or receipts. See par. C4557 for reduced incidental expense allowance when GOV'T quarters are available on an OCONUS U.S. Installation. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days.

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

D. Computation. Per diem is calculated using pars. C4553-D1 and/or C4553-D2.

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C4553-D1a and C4553-D1b. No meals deduction is made.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point

is involved, the highest M&IE rate prescribed for any of the TDY locations is used. See par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate. See par. C5120-C, Example 1.

NOTE: Per diem payment authorized by par. C4553-D1a may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a); verify possible state and local implications).

b. Lodging Required. If lodging is required, the rules in par. C4553-D2 for travel of more than 24 hours apply.

2. Travel of More than 24 Hours. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required (and the traveler is still en route), the applicable per diem rate is the TDY location per diem rate, or a stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations. See par. C4553-B for maximum per diem rates and par. C4555-A for lodging location. ***Only one per diem rate can be applicable to a calendar day.*** Pars. C4553-D2a; C4553-D2b; C4553-D2c; C4553-D2d; C4553-D2e, C4555-C (lodging obtained after midnight), and C4558-C (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

NOTE: This is the departure day from the PDS, home, or other authorized point.

(1) Lodging Required. When lodging is required on the day travel begins, the per diem allowance is the actual lodging cost incurred by the traveler, NTE the stopover point or TDY location maximum lodging rate (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies. ***NOTE: Lodging reimbursement at the destination (e.g., the school location) is not allowed for a student dependent and the school location M&IE applies for the arrival day.***

(2) Lodging Not Required. When lodging is not required on the day travel begins, the per diem allowance is the TDY destination M&IE rate. For student dependent travel, the school location M&IE rate applies.

b. Full Calendar Travel Days

(1) Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination, the per diem allowance is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging rate (***NOTE: The destination (e.g., the school location) lodging cost is not allowed for a student dependent.***), plus the applicable M&IE rate.

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

c. Returning from Travel

(1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning to the PDS, home, or other authorized point, the per diem allowance is the actual lodging cost, NTE the applicable stopover point or TDY location lodging rate (as appropriate), plus the applicable M&IE rate.

(2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem

allowance is the M&IE rate applicable to the preceding calendar day (for a student dependent the rate applicable to the preceding calendar day is the M&IE rate for the student dependent's school location unless lodging en route was required).

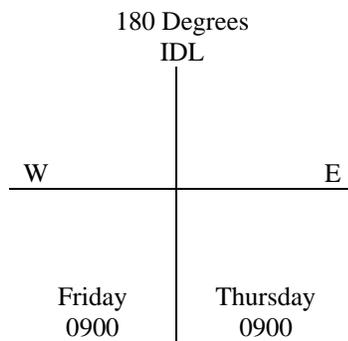
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required.. See par. C4553-D2e. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required.

Example	
1 September	Depart PDS
1 September	Arrive TDY A (\$50 M&IE)
10 September	Depart TDY A
10 September	Arrive TDY B (\$60 M&IE)
10 September	Depart TDY B
10 September	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep.	

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route stopover (i.e., a location at which the traveler remained overnight) site.

d. Departure Day and Return Day to PDS. The applicable M&IE rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY. For student dependent travel, the school location M&IE applies. *If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.*

E. Computing Per Diem when Crossing the International Dateline (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.



See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to per diem payment under the 'Lodgings-Plus' computation method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When AEA reimbursement for certain travel days is intermittent with the per diem method used for other days, par. C4624-D governs.

C4554 PER DIEM RULES CONCERNING MEALS

A. M&IE Rate Determination

1. Full Day

a. CONUS. The

- (1) Applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>,
- (2) Standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a GOV'T mess, or
- (3) PMR on any day when at least one, but not all three, meals are consumed in a GOV'T mess. The PMR plus \$3 for incidental expenses.

b. OCONUS. The

- (1) Applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, (use \$3.50 for the incidental rate, when quartered on a U.S. Installation even if a GOV'T mess is not used, instead of the locality incidental expense rate (see **NOTE** below on incidental expense));
- (2) Standard GMR for meals in a GOV'T mess plus the incidental expense rate (see **NOTE** below) on any day all three meals are consumed in a GOV'T mess, or;
- (3) PMR plus the incidental expense rate (see **NOTE** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a GOV'T mess.

NOTE: The incidental expense rate OCONUS is the applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or \$3.50 when the employee is TDY to a U.S. Installation and GOV'T quarters are available. There are two exceptions, the AO can determine:

- 1. \$3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS \$3.50 incidental expense may be authorized and must be stated in the travel authorization/order.***
- 2. That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. In this case, locality incidental expense rate payment must be stated in the travel authorization/order.***

c. Joint Task Force (JTF) Operations. See Ch 4, Part I.

2. Partial Days. *On the days of departure from and return to the PDS, the GMR or PMR do not apply.*

3. Schoolhouse Training (Formal Courses of Instruction). *The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization/order to the contrary.* If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization/order. If that information is not available prior to travel authorization/order issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

B. Deductible Meal

1. The PMR in par. C4554-A applies on any day when one or two deductible meals are provided. See APP R, Part II, par. J. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.

2. A deductible meal is a meal:
 - a. Made available pursuant to an agreement between a DOD Component or agency and any organization, if the travel authorization/order indicates the facility providing the meal(s) is available;
 - b. Included in a registration fee ultimately paid by the GOV'T;
 - c. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;
 - d. Furnished by the GOV'T at no cost to the traveler;
 - e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
 - f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost).
3. The following is not a deductible meal:
 - a. Box lunch (which includes such things as C Rations, K Rations, MREs) -- except when an MRE and/or a box lunch is the *only method* of providing adequate subsistence to a traveler. ***NOTE: See Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR,***
 - b. In-flight meal,
 - c. Rations furnished by the GOV'T on military aircraft,
 - d. GOV'T meal paid for by the traveler and consumed in a GOV'T mess,
 - e. Meal furnished on commercial aircraft,
 - f. Meal provided by private individuals, or
 - g. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex., lodging cost \$75 with or without breakfast).

NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only the incidental expenses for that day (\$3 in CONUS; or the locality incidental expenses (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) are payable.

C. Absence of a Commercial OCONUS Establishment that Prepares and Serves Meals. When:

1. GOV'T quarters are available or GOV'T contractor's lodging facilities are used at an OCONUS location; and
2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally

used by a traveler at that place. The AO must determine and state in the travel authorization/order, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, when the AO determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of a Military Unit on Field Duty. No per diem is payable to a civilian employee under a civilian travel authorization/order who, as part of assigned duties, accompanies a military unit on field duty, or provides noncombatant support to a military unit. See APP A for the definition of FIELD DUTY. The per diem payment prohibition applies when both GOV'T mess, including field rations (even though the employee is assessed a charge for that meal(s)) and GOV'T-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a GOV'T mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. C4554-B5 and C4554-B6 when a charge for meals is added to the lodging cost.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.

1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate for personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.

2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DOD Component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs NTE the maximum amount prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4.

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotel, motel, boarding house, etc.), the allowable lodging expense is based on the single room rate for the lodging used. For double occupancy, see par. C4555-II. See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. GOV'T Quarters. A fee or service charge paid for GOV'T quarters use is an allowable lodging expense.

3. Lodging with a Friend or Relative (FTR §301-11-12 (c)). ***Lodging cost reimbursement is not ordinarily authorized when staying with a friend or relative.*** When an official traveler lodges with a friend or relative - with or without charge - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. ***The Service/Agency cannot direct the official traveler to lodge with a friend or relative.*** A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

The lodging reimbursement examples below apply for official travel including as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the official traveler has the option to stay with a friend or relative. The official traveler is not reimbursed the cost of comparable conventional lodging in the area or a flat 'token' amount.

Example 1: A civilian employee (extended TDY) and a member (short-term TDY), each traveling under an official TDY travel authorization/order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The DOD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement. See JFTR, par. U4129-E.

Example 2: A DOD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized NTE the single room rate and room taxes if applicable. See pars. C4430, C4530-D and C4552-I if the civilian employee's TDY duration exceeds 30 days.

The traveler must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

NOTE 1: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBICA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA14398.txt>).

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBICA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBICA 15600-TRAV, 7 March 2002. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA15600.PDF>.

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBICA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBICA also indicated that for the first and last TDY days, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBICA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16652.PDF>).

4. Lodging in Non-conventional Facilities. The cost of non-conventional commercial lodging facilities is allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DOD Component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 (midnight) of that day.

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as quarters, per diem is computed IAW par. C4553, and par. C4559 when a recreational vehicle is used for lodging. Allowable lodging expenses are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Apartment, house, or recreational vehicle rent (see par. C4559-B);
2. Parking space rental for the recreational vehicle;
3. Appropriate and necessary furniture rent, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

NOTE 1: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the contract term end. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the GOV'T by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).

NOTE 2: An employee who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBGA 16699-TRAV, 17 August 2005 (This decision is available at: <http://www.gsbca.gsa.gov/travel/t1669917.txt>).

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. See APP G for official communications.*);
9. Special user fee costs such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in a hotel/motel room price in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a traveler to use timeshare lodgings at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest,
2. Property tax, and
3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, and sewer charges

prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable***

maximum locality rate for the area unless an AEA (see Ch 4, Part M) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.

NOTE: *An employee who purchases and occupies a residence at the TDY location may not be reimbursed for any cost associated with the rental, purchase or shipment of furniture.*

F. Dual Lodging Reimbursement on a Single Day

1. When the AO determines it necessary for a traveler to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodgings cost incurred at TDY location (Location B) at which the traveler remained overnight is used for computing the traveler's per diem for TDY at that location (Location B) for that day.
2. The lodging cost incurred at the other location (Location A) is reimbursable as a miscellaneous expense (see APP G) if approved by the AO (60 Comp. Gen. 630 (1981)).
3. Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging tax that would have been paid had the traveler remained there (Location A) overnight.
4. ***A travel authorization/order that authorizes long-term reimbursement for dual lodging is not permitted.***
5. Example: A travel authorization/order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is, in fact, to be going to one or more other locations for lengthy periods during the TDY period. ***Using the authority in par. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized.***

Example 1
A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense (see APP G). The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.
Applicable per diem rates as used in this example:
Location A (\$130/ \$46)
Location B (\$119/ \$46)
Location A apartment reimbursement for 5 days: \$225 (\$45/day x 5 days)
TDY assignment per diem in Location B:
First day (departure day from Location A and arrival day in Location B): \$46 (M&IE) + \$95 (lodging cost) = \$141/day plus lodging tax (see NOTE)
Second thru fifth day: \$46 (M&IE) + \$95 (lodging cost) = \$141/day x 4 days = \$564 plus lodging tax (see NOTE)
Return day to Location A: \$46 (M&IE) + \$45 (lodging cost) = \$91

Example 2
A traveler occupied GOV'T quarters while on a training assignment at a U.S. Installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T quarters while TDY in Location D and authorized/ approved reimbursement for those quarters as a miscellaneous expense. See APP G. The lodging costs (\$110/day) incurred in Location D was used to determine the traveler's per diem while on TDY in that city.
Applicable per diem rates as used in this example:
Location C (\$109/ \$38) Location D (\$130/ \$46)
GOV'T quarters reimbursement for 3 days: \$75 (\$25/day x 3 days).
TDY assignment per diem in Location D:
First day (departure day from Location C and arrival day in Location D): \$46 (M&IE) + \$110 (lodging cost) = \$156/day plus lodging tax (see NOTE)
Second and third day: \$46 (M&IE) + \$110 (lodging cost) = \$156/day x 2 days = \$312 plus lodging tax (see NOTE)
Return day to Location C: \$38 (M&IE) + \$25 (lodging cost) = \$63
NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.

G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

This computation presumes that the traveler acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodgings at a daily rate. **NOTE: This does not apply when a residence is purchased. See par. C4555-E.**

EXAMPLE
1. A traveler is TDY at a location at which the per diem is \$109 (\$70/ \$39).
2. The traveler obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the traveler during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$70/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

H. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement. See APP G for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. For double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. Otherwise, the official traveler is allowed the single room rate. **The official traveler must provide the single room rate.**

J. Lodging Tax. Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the GOV'T reimbursing the employee, is required to pay applicable lodging tax while traveling on GOV'T business. Exemptions from tax for a Federal traveler and the form required to claim the exemption vary from location to location. The GSA Travel Homepage (www.gsa.gov/statetaxforms) lists jurisdictions where lodging tax-exemption may be offered.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to a traveler incident to a TDY or training assignment,

the per diem allowance is:

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

However, the applicable amount, plus the cost of meals - and lodgings furnished without cost to the traveler - may not exceed the applicable maximum per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. See par. C4554-D for per diem when TDY is performed in support of a field training exercise with a military unit.

C4557 GOV'T QUARTERS AVAILABLE AT AN OCONUS LOCATION

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

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem allowance for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is computed under the 'Lodging-Plus' method in par. C4553. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the employee's PDS and/or returns to the port at the PDS.***

B. GOV'T Ship

1. General. No per diem is payable when TDY aboard a GOV'T ship when furnished quarters without charge and meals with or without charge. 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 ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GOV'T meal rate (see APP A) is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily quarters cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality concerned.*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in

par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).

3. Corps of Engineers Floating Plant. The employee is not paid per diem if all meals are furnished at no cost in a mess facility aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the Standard CONUS M&IE rate (see the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> or par. C4550-F3 for the current Standard CONUS per diem rate) is paid. The AO should have stated in the travel authorization/order the circumstances and rate. The actual lodging cost, if any, NTE the Standard CONUS lodging rate is paid, is reimbursed.

C. Commercial Ship

1. Employee Not Charged for Meals. An employee is not authorized per diem when traveling aboard a commercial ship when meals are furnished without charge, (or are part of the accommodations cost), except on embarkation and debarkation days if otherwise authorized.

2. Employee Charged for Meals. An employee traveling aboard a commercial ship, other than an oceangoing ferry, for 24 or more hours as a passenger who is charged for meals is authorized the meals portion of per diem equal to the cost of the meals furnished, except on embarkation and debarkation days if otherwise authorized. The AO should set the meals portion of per diem equal to the anticipated expenses and state in the travel authorization/order the circumstances warranting the rate.

D. Car Ferry. When an employee on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the employee is authorized the following:

1. Mileage (see par. C2505). TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries;

2. Transportation. The employee is authorized:

a. GOV'T-procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry (limited to the GOV'T-procured ferry transportation cost);

3. Per Diem

a. Lodging. Lodging reimbursement (unless included in the transportation cost) is authorized with no cost ceiling limitation.

b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the employee using the highest CONUS M&IE rate (see APP A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the employee's location at 2400 on that day; and

NOTE: If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the employee's location at 2400 on the debarkation day. See par. C4553.

4. Ferry Fee. Reimbursement is authorized for a ferry fee.

NOTE: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

C4559 RECREATIONAL VEHICLE USE FOR LODGING

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

A. Privately Owned

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

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

B. Rented Recreational Vehicle. When rented recreational vehicle use is authorized/approved as being to the GOV'T's advantage, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If rented recreational vehicle use is not authorized/ approved as advantageous, only expenses listed in pars. C4555-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, are lodging costs.

C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENT

NOTE 1: *Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-A. The per diem rates in par. C4561-A apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the 'Lodgings-Plus' method in par. C4553. Per diem rates determined IAW instructions in pars. C4561-A and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and long-term TDY assignment authority.*

NOTE 2: *See Ch 4, Part K, for per diem for training assignments.*

A. Long-term TDY Assignment. Per diem allowances for TDY assignments of more than 180 consecutive calendar days at one location are:

1. 55 percent of the applicable maximum daily TDY locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in ***NOTE 1*** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that if:
2. GOV'T quarters are used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required);
3. GOV'T quarters are used and a GOV'T mess is used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
4. Meals and lodgings are furnished without cost to an employee, per diem payable is \$3 within CONUS, or \$3.50 OCONUS when lodgings used are on a U.S. installation (see definition in APP A) or the applicable incidental expense allowance in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> if lodgings are not on an installation. See the ***NOTE*** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

NOTE 1: *Taxes on lodging in CONUS and non-foreign OCONUS areas (see APP A definitions) are limited to taxes on the maximum amount prescribed for lodging in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY location and are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign OCONUS areas are part of per diem and are not*

separately reimbursable.

NOTE 2: *If an employee is transferred by PCS travel authorization/order to the long-term TDY location, per diem being paid ICW the long-term TDY assignment stops on the date the employee is notified of the transfer. See par. C4113.*

B. Exceptions to the Prescribed Long-term TDY Per Diem Allowance. When the 55 percent rate prescribed in par. C4561-A1 is not appropriate for a particular TDY assignment, a DOD Component may request an exception to the 55 percent rate IAW pars. C4561-B1 and C4561-B2, below. Requests for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, adequate lower-cost lodgings availability (or non-availability)) justifying the need for the proposed change (up or down) to the 55 percent rate.

1. TDY Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DOD Component involved may request a lower fixed per diem rate under par. C4550.
2. TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DOD Component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality.
3. Reimbursement for Retained Lodging Cost when an Employee on a Long-term TDY Takes Leave. It may be necessary and/or cost effective for an employee on long-term TDY to retain lodgings while on leave. The AO may authorize/approve retained lodgings cost reimbursement (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee.*** The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

Example 1

- a. An employee on a long-term TDY assignment is paid per diem at the rate of \$50.05 (55% of \$91, the per diem applicable to the TDY location, rounded to the next higher dollar. The \$91 rate includes \$31 for M&IE and \$60 for lodging).
- b. The \$50.05 per diem paid the employee consists of \$17.05 (55 % of \$31, the applicable M&IE rate) for meals and incidental expenses and \$33.00 (\$50.05 minus \$17.05) for lodging.
- c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$990.00 (30 days x \$33.00), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual lodging cost, \$800, is less than the amount the employee would have received at the 55 percent rate, \$800 is used.
- e. The daily lodging cost for each day is \$40, determined by prorating the \$800 lodging cost for June over the 20 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$57.05 (\$17.05 for M&IE and \$40 for lodging). The \$57.05 does not exceed the \$91 locality per diem rate.

Example 2

- a. An employee on a long-term TDY is paid a \$91 per diem rate (55% of \$164, the per diem rate applicable to the TDY location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
- b. The \$91 per diem paid the employee consists of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
- c. The employee had to take emergency leave from 16 through 31 January and after returning to the TDY location requested reimbursement for the retained lodgings cost during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying \$2,100 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$2,036.70 (31 days x \$65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.
- e. Since \$2,100 exceeds \$2,037.70, \$2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is \$135.78, determined by prorating the \$2,037.70 over 15 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$161.08 (\$25.30 for M&IE and \$135.78 for lodging). Since \$161.08 does not exceed the \$164 locality rate, the \$161.08 may be paid daily without AEA authority.

3. Return to PDS during TDY. See Ch 4, Part N2 for return to the PDS during TDY.

C4562 PER DIEM FOR A CONSULTANT, AN EXPERT, AND/OR A PRIVATE INDIVIDUAL TRAVELING WORLDWIDE

A. General. An individual employed intermittently in the GOV'T service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis, and an individual serving without pay or at \$1 a year do not have a PDS within the meaning of that term. The individual is authorized per diem as prescribed in par. C4562-B, C4562-C, C4562-D or C4562-E while traveling on official business for the GOV'T away from home or the regular place of business and while at a place of GOV'T employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Travel Expenses Paid from a Non-federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.

C. Consultant and/or Expert Employed on an Intermittent Basis. An individual serving intermittently in the GOV'T, with or without compensation, while in an official travel and duty assignment status as described in par. C4975, is authorized a per diem or AEA IAW pars. C4553 and C4600.

D. Private Individual Serving without Compensation. Except for pre-employment interview travel, most individuals performing invitational travel (see APP E), are authorized per diem/AEA (see pars. C4553 and C4600). An individual is not authorized per diem on pre-employment interview travel (see par. C7150), but may be authorized reimbursement on an AEA basis NTE the amount for travel in pars. C4614 and C4616 (40 Comp. Gen. 221 (1960)).

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while

attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT

A. Absence due to Illness or Injury. See par. C7370 for per diem authority when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. An employee is authorized per diem while detained in quarantine on TDY.

C. Leave and Non-workday

1. General. *An employee is authorized per diem for days leave is taken (other than as provided in Ch 7, Part H) for only part of the workday, but is not authorized per diem when leave is taken for the whole workday.* For purposes of par. C4563-C1, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal GOV'T holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave before and after Non-workdays. An employee is not authorized per diem for a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.

b. Leave between Non-workdays. An employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.

D. Return to PDS on Non-workday. An employee who voluntarily returns home on a non-workday from TDY is reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workday to Location other than PDS. An employee on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or PDS is authorized per diem or AEA for the non-workday NTE the amount payable had the employee remained at the TDY site. There is no authority for transportation cost reimbursement (B-171266, 24 February 1971).

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

G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have

incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

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

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the TDY location (27 Comp. Gen. 648 (1948)).

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

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

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

H. TDY Travel Authorization/Order Cancellation after Travel Commencement and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY travel authorization/order is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the travel authorization/order is canceled on/after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

NOTE: If the TDY requirement is known before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. City-pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave is begun.

C4565 PER DIEM COMPUTATION EXAMPLES

*A. Lodging Tax

1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include an amount for lodging tax.
2. Taxes on lodging in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense.
3. The maximum amount allowed for lodging in foreign OCONUS locations includes an amount for lodging tax.
4. Tax on lodging in foreign OCONUS locations are not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for all per diem rates.

*B. TDY Mileage Rates. The TDY mileage rates used in the examples below 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.

*C. Per Diem Rates. See: <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for current per diem rates. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.

*D. Examples. The following are per diem computation examples for specific circumstances:

1. Example 1-TDY Travel

Example 1 TDY Travel		
An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodgings were obtained for 9 nights, two of which were spent in GOV'T quarters with charge, and one night at a friend's house at no cost. The employee paid \$40 for 6 nights of lodging in a hotel, \$4 for 2 nights spent in GOV'T quarters, but no cost for the night of lodging obtained in a friend's home at the TDY location. Per diem is computed as follows:		
Day 1 (departure day)	75% x \$39 (M&IE rate) + \$40 (lodging) =	\$ 69.25
Day 2 to 6	\$39 (M&IE rate) + \$40 (lodging) x 5 days =	395.00
Day 7 to 8	\$39 (M&IE rate) + \$4 (lodging) x 2 days =	86.00
Day 9	\$39 (M&IE rate) + \$0 (lodging) =	39.00
Day 10 (return day)	75% of \$39 (preceding calendar day M&IE rate) =	29.25
Amount due employee		\$618.50
Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement may not exceed the maximum amount prescribed in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for the locality concerned. The Standard CONUS per diem rate of \$109 (\$70/ \$39) is used for this example.		
Day 1 (departure day) - the applicable per diem rate is 75% of the M&IE rate (\$39) (\$29.25) plus the lodging cost (\$40) for that day, pay \$69.25.		
Days 2 - 6 - the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$40) times the number of days 5, pay \$395.		
Days 7 - 8 - the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$4) times the number of days 2, pay \$86.		
Day 9 - the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$0), pay \$39.		
Day 10 (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$39), pay \$29.25.		
The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.		

2. Example 2-TDY Travel

Example 2 TDY Travel			
DEPART		Residence	1st Day
ARRIVE		Goteborg, Sweden	2nd Day
TDY		Goteborg, Sweden	3rd - 7th day
DEPART		Goteborg, Sweden	8th Day
ARRIVE		Residence	8th Day
GOV'T quarters were occupied (not on a U.S. Installation) for 6 nights at Goteborg, Sweden at \$4 per night. The per diem rate prescribed in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for Goteborg, Sweden at the time the employee traveled was \$256 maximum, (\$143/ \$113). The employee's authorized per diem is computed as follows:			
1 st Day	Travel day with no lodging expense	75% times \$113 (M&IE for Goteborg) =	\$ 84.75
2 nd Day	Arrival day	\$113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + \$4 (charge for GOV'T quarters) =	117.00
3 rd -7 th Day	TDY at Goteborg \$23 (incidental rate for Goteborg)	3 deductible meals furnished each day without charge (see par. C4554-B) + \$4 (charge for GOV'T quarters) = \$27 x 5 days =	135.00
8 th Day	Travel day with no lodging expense	\$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	\$ 84.75
Amount due			\$421.50

3. Example 3-TDY Travel Involving IDL with a 'Lost' Day

EXAMPLE 3 TDY Travel Involving IDL with a 'Lost' Day			
TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 -8/19 (Wednesday and Thursday) are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
A GOV'T mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$90 x 75 % =		\$67.50
20-24 Aug (Friday-Tuesday)	\$90 (M&IE) + \$135 (lodging) = \$225 x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	\$90 x 75 % =		\$67.50
Total			\$1,350.00

4. Example 4-TDY Travel Involving IDL without a 'Lost' Day

EXAMPLE 4			
TDY Travel Involving IDL without a 'Lost' Day			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72). The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19. When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date. A GOV'T mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thurs-Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$72 x 75 % =		\$54.00
19-24 Aug (Thurs-Tues)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	\$72 x 75 % =		\$54.00
Total			\$1,380.00

*5. Example 5- AOR Per Diem/TDY Travel Overnight – No Lodging Required

*Example 5				
AOR Per Diem/TDY Travel Overnight – No Lodging Required				
An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The employee stayed in GOV'T quarters and received the AOR per diem rate from 5-30 Jan. The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan. The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The employee departed the stopover point and arrived at the residence on 2 Feb. Per diem is computed as follows:				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	\$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
Reimbursement				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15.00/day (TDY destination M&IE, lodging \$0)			\$15.00
5-30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
Reimbursement for per diem due employee				\$317.75

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

The following tables are for reference purposes only. For applicable rules see Ch 4, Part L. See Ch 4, Part I for meal allowances when JTF operations are involved.

TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS						
Footnotes: See table # 4						
	A	B	C	D	E	F
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied GOV'T quarters.	Arrived at TDY location (on U.S. Installation – GOV'T quarters available) on same day as departed PDS. Traveler elected not to occupy available GOV'T quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
Per Diem for Departure Day from PDS^{6/}	75% of M&IE Rate for TDY Locality ^{1/} plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2/,5/}	75% of M&IE rate for TDY locality ^{1/} plus cost of GOV'T quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ^{1/} plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. ^{8/}	75% of M&IE Rate for destination TDY Locality ^{1/} for departure day.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2/,5/}	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on travel day to that location.

TDY Travel of More Than 24 Hours						
(2) Whole Days of Travel in CONUS						
Footnotes: See table # 4						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied GOV'T quarters.	Each whole day at CONUS TDY locality (not on U.S. Installation).	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies GOV'T quarters.	Each whole day at a CONUS TDY locality (on U.S. Installation) when traveler elects not to occupy available GOV'T quarters.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE applicable to CONUS TDY locality (when three meals are other than GOV'T mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} .	M&IE plus the cost of GOV'T quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than GOV'T mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a GOV'T mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a GOV'T mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	M&IE applicable to CONUS TDY locality (when 3 meals are other than GOV'T mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} (If one or two deductible meals are provided, M&IE is PMR plus \$3. See par. C4554-B.	M&IE plus cost of GOV'T quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than GOV'T mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a GOV'T mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a GOV'T mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	M&IE plus the cost of occupied lodging NTE maximum rate prescribed for TDY locality ^{8/} . (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than GOV'T mess or Deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a GOV'T mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a GOV'T mess, (4) PMR rate plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{2/ 6/8/}

TDY Travel of More Than 24 Hours						
(3) Whole Days of Travel – OCONUS						
Footnotes: See table # 4						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. Installation) on day after departing PDS. Traveler occupied GOV'T quarters.	Each whole day at OCONUS TDY locality (not on U.S. Installation).	Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied GOV'T quarters.	Each whole day at an OCONUS TDY locality (on U.S. Installation) when traveler elects not to occupy available GOV'T quarters.	Each whole day at an OCONUS long-term TDY or training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE ^{4/} applicable to OCONUS TDY locality (if 3 meals are other than GOV'T mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of GOV'T quarters (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than GOV'T mess or Deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a GOV'T mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a GOV'T mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	M&IE ^{4/} applicable to OCONUS TDY locality (when 3 meals are other than GOV'T mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of GOV'T quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, if 3 meals are other than GOV'T mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a GOV'T mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a GOV'T mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. ^{5/8/} (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than GOV'T mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a GOV'T mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a GOV'T mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{5/ 6/8/}

TDY Travel of More Than 24 Hours					
(4) Day(s) of Return to PDS					
	A	B	C	D	E
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On departure day from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed long-term TDY/training location where fixed reduced/55% per diem was authorized.
Per Diem for Return Day to PDS ^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For departure day from TDY location M&IE at the rate for the last TDY locality. Arrival day at PDS 75% of the last TDY locality M&IE rate. ^{1/}	For departure day from TDY: M&IE plus lodging ^{2/} , ^{5/} cost NTE rate for stopover locality. For arrival day at PDS: 75% of M&IE rate for the stopover locality. ^{1/}	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the AO. See par. C4553-D2c(4).	75% M&IE rate for the TDY/training locality. The fixed reduced/55% rate does not apply on return day to the PDS.
Footnotes					
1/ GMR/PMR and the \$3.50 incidental rate do not apply on departure day from, or return day to the PDS, or any day the employee is traveling.					
2/ Lodging tax <i>is</i> separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes.					
3/ The AO can determine that \$3.50 is not adequate on a U.S. Installation and authorize/approve the incidental expense rate for the TDY locality prescribed on http://perdiem.hqda.pentagon.mil/perdiem/prates.html . TDY locality incidental expense rate payment must be stated in the travel authorization/order.					
4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the prescribed TDY locality IE, is adequate for anticipated expenses when the traveler is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization/order.					
5/ Lodging tax <i>is not</i> separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS maximum lodging amount for taxes.					
6/ Cost of laundry/dry-cleaning and pressing of clothing when travel is <i>within CONUS is reimbursable</i> under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning & pressing of clothing <i>is not</i> separately reimbursable when travel is <i>OCONUS</i> because an amount is provided in the OCONUS per diem incidental expense (IE) for laundry.					
7/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.					
8/ When a per diem rate based on the cost of available GOV'T quarters is authorized in the traveler's travel authorization/order, the per diem authorized in the travel authorization applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.					

C4567 PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION

A. Purpose. The per diem allowance is provided to assist an employee in meeting the excess costs involved in temporarily maintaining dependents at a safe haven.

B. 'Lodgings-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent. An evacuated employee and/or dependent is authorized a per diem allowance under the 'Lodgings-Plus' per diem computation method for each day they are in an evacuation status. **Actual expense allowances described in Ch 4, Part M, do not apply to an evacuation.** The 'Lodgings-Plus' per diem computation method consists of a lodging ceiling and an M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see the APP A

definition of "Per Diem Allowance" and Ch 4, Part L. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Because an evacuated employee and/or dependent may stay with friends/relatives while at a safe haven, the rule in par. C4555-B3 applies to them. ***That is, if an evacuated employee or dependent stays with friends or relatives while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative.*** This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. See computations in par. C4566-C. GOV'T mess or open mess availability/use has no effect on per diem allowances for an employee/dependents even though such facilities may be or are used without charge to the employee/dependent. Per diem allowances payable under par. C4566 may be paid in advance as prescribed in Ch 6, Part D, §550-403(d).

C. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

NOTE:

- 1: The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current allowances. Please check <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, as appropriate, for current per diem rates.***
- 2. Tax paid on lodgings while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area is separately reimbursable travel expenses in addition to per diem.***
- 3. Tax paid on lodgings while at a safe haven or traveling in a foreign OCONUS area is not separately reimbursable. They are part of the lodging cost. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging tax.***
- 4. CONUS per diem rates do not include an amount for the cost of laundry/dry-cleaning/pressing of clothing.***
- 5. OCONUS per diem rates include an amount for the cost of laundry/dry-cleaning/pressing of clothing.***

Example			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60 for lodging taxes (8%). The maximum per diem applicable at that location was \$109, (\$70/ \$39).			
(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (See Ch 6, Part D, §550.405(b)(1)):			
The employee and each dependent age 12 or older is authorized per diem NTE the full rate (\$109) (\$70/ \$39). Each dependent under age 12 is authorized per diem NTE 50 percent of the rate.			
	M&IE	Max Lodging	Total
Employee:	\$39	\$70	\$109.00
Employee's spouse	\$39	\$70	\$109.00
Child (age 12 or older)	\$39	\$70	\$109.00
Child (under age 12)	\$19.50 (\$39 x 50%)	\$35 (\$70 x 50%)	\$ 54.50
Max daily amt that may be paid for costs incurred by employee & 3 depts	\$136.50	\$210	\$381.50
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$136.50 for M&IE and NTE \$240 for lodging), as follows:			
M&IE:	\$136.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$240) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$231.50 (Daily amount that is payable to the employee and dependents (within the maximum \$381.50 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	\$7.60		
Total:	\$239.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		
(c) Beginning on the 31st day per diem is computed at 60 percent (for employee and dependents 12 or older) and 30 percent (for dependents under 12) of the applicable per diem rate prescribed in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html , unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). Determine the maximum daily amount starting on the 31 st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	M&IE	Max Lodging	Total
Employee	\$23.40 (\$39 x 60%)	\$42 (\$70 x 60%)	\$65.40
Employee's spouse:	\$23.40 (\$39 x 60%)	\$42 (\$70 x 60%)	\$65.40
Child (age 12 or older)	\$23.40 (\$39 x 60%)	\$42 (\$70 x 60%)	\$65.40
Child (under age 12)	\$11.70 (\$39 x 30%)	\$21 (\$70 x 30%)	\$32.70
Max daily amt that may be paid for costs incurred by the empl & 3 depts	\$81.90	\$147	\$228.90
(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$81.90 for M&IE and NTE \$147 for lodging), as follows:			
M&IE:	\$81.90 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$176.90 (Daily amount that is payable to the employee and dependents within the maximum \$228.90 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).		
Lodging Tax:	\$7.60		
Total:	\$184.50 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

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PART M: AEA

C4600 GENERAL

An AEA allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of the per diem in Part L, or the per diem rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. *An AEA may not be authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950.*

C4602 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. C4610-A have escalated temporarily due to special/unforeseen events.

C4604 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed;
2. Should be stated in the travel authorization/order when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);
4. An authorization/approval covers individuals specifically listed in the request and alternate/additional personnel not specifically listed, but who actually performed the duty covered by the request.

C4606 LIMITATIONS

1. Authority to prescribe an AEA is not blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. *AEA must not be authorized as part of a 'blanket' travel order.*
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. C4551) for a per diem rate adjustment.
4. The definitions and rules applicable to the traveler's authority for per diem under Chapter 4, Part L while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. A traveler is financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

C4608 TDY ASSIGNMENT THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant AEA authorization/approval include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - a. Missile launch,
 - b. Sports event,
 - c. World's fair,
 - d. Convention,
 - e. Natural disaster, or
 - f. Similar event;
3. To a location at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special assignment duties require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. C4608-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further unusual/extraordinary requirements demonstration, AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed in APP L, par. E.

C4610 EXPENSES

A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem as defined in APP A.

B. Expenses Not Allowed. The following expenses are not allowed. Meal cost:

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;
2. Procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends (B-189622, 24 March 1978); or
3. Purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity to which the traveler is accustomed is a personal preference matter and is not a "justifiable reason". See B-193504, 9 August 1979 and B-192246, 8 January 1979.

C4612 AEA REQUEST

A. General

1. An AEA request should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:

- a. Specific reason for travel (see APP H for general travel purposes);
- b. Senior party traveler identity (civilian or uniformed), including grade, full name, SSN and Service branch/employing DOD component;
- c. Roster of other travelers who also are performing the travel/TDY involved including grade, full name, SSN and Service branch/employing DOD component;
- d. Proposed itinerary showing locations at which an AEA is required, the estimated duty duration at each location, and the travel dates;
- e. Information available that indicates the expenses that may be incurred, AEA amount necessary, and/or reasons why locality per diem does not suffice;
- f. A reimbursement limitation recommendation; and
- g. A PoCs name and phone number (commercial (and DSN with area code if available)) for the request.

2. *Vouchers/receipts are not submitted with the AEA request.*

3. Allowance uniformity must be ensured (if possible) among Uniformed Service members, civilian employees, and others traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

B. Submission Channels. See APP L.

C4614 150% MAXIMUM AEA

A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> (rounded to the next higher dollar).

B. OCONUS. Ordinarily, the daily maximum needed for a TDY is at/below the greater of the following:

1. 150% of the per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>; or
2. \$50 plus the locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

See APP L for a list of who may authorize/approve an AEA NTE 150%.

C4616 300% MAXIMUM AEA

Daily maximums for CONUS/OCONUS TDY travel in excess of 150% but not exceeding 300% of the locality per diem rate (rounded to the next higher dollar) in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> may be authorized/approved if required to meet mission-associated expenses.

See APP L for a list of who may authorize/approve an AEA NTE 300%.

C4620 OVER 300% MAXIMUM AEA

An AEA in excess of 300% cannot be authorized for a traveler covered by these regulations.

C4622 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:
 - a. 150% of the M&IE rate for the TDY location,
 - b. \$25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. C4614-B2, or
 - c. 300% of the M&IE rate for the TDY location when authorized/approved under par. C4616.

B. Incidental Expenses. When GOV'T quarters are available on a U.S. Installation (see APP A), the maximum reimbursement for incidental expenses is:

1. CONUS. \$3 in CONUS, and
2. OCONUS
 - a. \$3.50 OCONUS for all full TDY days, except the days travel begins/ends, or
 - b. The locality incidental expense rate when the AO determines the \$3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' method (see par. C4553) while the lodging cost is reimbursed on an actual expense basis.
2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.

3. Example

- a. A traveler is authorized/approved an AEA for lodging.
- b. The traveler is paid M&IE on a per diem basis. Meal and incidental expenses itemization is not required when M&IE is paid on a per diem basis.
- c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
- d. The AEA must not exceed 150% of the *total* locality per diem rate.
- e. The AEA for the maximum amount allowed for *lodging* is computed as follows:
 - (1) \$106 (Total Per Diem) x 150% = \$159
 - (2) \$159 - \$46 (M&IE) = \$113 maximum allowed for lodging.

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for meals and incidental expenses above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include rooms covered by par. C1058-4) and/or meals for TDY travelers, and AEA reimbursement is authorized/

approved, the total daily amount paid by the GOV'T to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE may not exceed the daily maximum authorized under pars. C4614, C4616, and C4620 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), meal and incidental expenses itemization is not required.

C4624 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the AO to be paid. ***In no case may the amount reimbursed be more than the amount authorized/approved in an AEA authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; actual expense reimbursement for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expense items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include clothing laundry/dry-cleaning and pressing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in APP A), hotel maid tips, and similar expenses. ***Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal clothing laundry/dry-cleaning and pressing (***not after returning to PDS***) is:

a. A separately reimbursable expense in addition to per diem/AEA when CONUS travel requires at least 4 consecutive CONUS TDY lodging nights, or

b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expenses allowance included within the per diem rate/AEA authorized/approved for OCONUS travel.

3. **OCONUS Example**: A traveler on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the traveler may indicate that \$4 was paid daily.

4. **CONUS Example**: A traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY and the traveler may indicate that \$4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4710.

2. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. C4605-D3 for reimbursement method.

C4626 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an AEA basis and on an actual expense and per diem basis on the same trip:

NOTES:

1. *The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging tax. Lodging tax in the U.S. and non-foreign OCONUS areas is a separately reimbursable expense in addition to AEA.*
2. *The maximum amount allowed for lodging in foreign OCONUS areas/countries (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging tax. Tax on lodging in foreign OCONUS areas/countries is part of per diem/AEA and is not separately reimbursable.*
3. *For per diem rates, see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.*

EXAMPLE 1			
AEA – single TDY location			
AEA authorized for lodging and M&IE paid on a per diem basis.			
<i>See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).</i>			
<u>CONUS TDY Location Per Diem w/o AEA</u>		<u>CONUS TDY Location Per Diem w/AEA</u>	
Maximum Per Diem - \$146.00		AEA authorized NTE \$219 (\$146 x 150%)	
Lodging - \$99		Lodging NTE \$172 (\$219 - \$47)	
M&IE - \$47.00		M&IE - \$47	
ITINERARY			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	\$130.00
11-12 Aug		At TDY Station, Lodging - \$130/day x 2 days =	\$260.00
13 Aug	TDY	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
10 Aug	$\$47 \times 75\% = \$35.25 + \$130 =$		\$165.25
11-12 Aug	$\$47 + \$130 = \$177/\text{day} \times 2 \text{ days} =$		\$354.00
13 Aug	$\$47 \times 75\% = \35.25		\$35.25
Total Reimbursement			\$554.50

EXAMPLE 2			
AEA to multiple CONUS TDY locations A, B, and C			
Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$296(\$248.50 = \$249/\$47).			
Location B – Lodging and M&IE paid on a per diem basis, \$108 (\$77/\$31).			
Location C – Lodging and M&IE paid on a per diem basis, \$116(\$77/\$39).			
<i>See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).</i>			
<u>CONUS TDY Location 'A' Per Diem w/o AEA</u>		<u>CONUS TDY Location 'A' Per Diem Rate w/AEA</u>	
Maximum Per Diem - \$197 Lodging - \$150, M&IE - \$47		AEA authorized NTE \$295.50 (\$197 x 150% = \$295.50 = \$296) Lodging NTE \$249 (\$296 - \$47) M&IE - \$47	
ITINERARY			
Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	\$170
8 Sep		TDY, Location A	\$170
9 Sep	TDY, Location A	TDY, Location B	\$70
10 Sep		TDY, Location B	\$70
11 Sep	TDY, Location B	TDY, Location C	\$75
12 Sep	TDY, Location C	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
7 Sep	\$47 x 75% = \$35.25 + \$170 (AEA lodging) TDY Location A =		\$205.25
8 Sep	\$47 + \$170 (AEA per diem rate) =		\$217.00
9-10 Sep	\$31 + \$70 = \$101/day x 2 days, TDY Location B =		\$202.00
11 Sep	\$39 + \$75, TDY Location C =		\$114.00
12 Sep	\$39 X 75% =		\$29.25
Total Reimbursement			\$767.50

EXAMPLE 3			
AEA for two CONUS TDY locations A and B			
Location A – Lodging and M&IE paid on a per diem basis, \$110 (\$71/\$39).			
Location B – AEA authorized for lodging, M&IE paid on a per diem basis, \$198 (\$159/\$39) AEA.			
<i>See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).</i>			
<u>CONUS TDY Location 'B' Per Diem w/o AEA</u>		<u>CONUS TDY Location 'B' Per Diem Rate w/AEA</u>	
Maximum Per Diem - \$132 Lodging - \$93 M&IE - \$39		AEA authorized NTE \$198 (\$132 x 150% = \$295.50 = \$198) Lodging NTE \$159 (\$198 - \$39) M&IE - \$39	
ITINERARY			
Date	Depart	Arrive	Lodging
1 Oct	Residence	TDY, Location A	\$70
2 Oct		TDY, Location A	\$70
3 Oct	TDY, Location A	TDY, Location B	\$120
4 Oct	TDY, Location B	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
1 Oct	\$39 x 75% = \$29.25 + \$70, TDY Location A =		\$99.25
2 Oct	\$39 + \$70 =		\$100.00
3 Oct	\$39 + \$120 (AEA), TDY Location B =		\$159.00
4 Oct	\$39 x 75% =		\$29.25
Total Reimbursement			\$396.50

EXAMPLE 4			
AEA for multiple CONUS and OCONUS TDY locations A, B, and C			
CONUS TDY Location A – Lodging and M&IE paid on a per diem basis, \$254 (\$208/\$46).			
OCONUS TDY Location B – Lodging and M&IE paid on a per diem basis, \$294 (\$209/\$85).			
OCONUS Location C – AEA authorized for lodging, M&IE paid on a per diem basis, \$365 (\$293.50 = \$294/\$71) AEA			
<i>See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).</i>			
<u>OCONUS TDY Location ‘C’ Per Diem w/o AEA</u>		<u>OCONUS TDY Location ‘C’ Per Diem Rate w/AEA</u>	
Maximum Per Diem - \$243		AEA authorized NTE \$365 (\$243 x 150% = \$364.50 = \$365)	
Lodging - \$172		Lodging NTE \$294 (\$365 - \$71)	
M&IE - \$71		M&IE - \$71	
ITINERARY			
Date	Depart	Arrive	Lodging
5 Aug	Residence	TDY, Location A	\$200
6 Aug		TDY, Location A	\$200
7 Aug	TDY, Location A	TDY Location B	\$205
8-9 Aug		TDY Location B – Lodging \$205 x 2 days	\$410
10 Aug	TDY, Location B	TDY, Location C	\$200
11 Aug		At TDY Location C	\$200
12 Aug	TDY, Location C	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
5 Aug	\$46 x 75% = \$34.50 + \$200, TDY Location A =		\$234.50
6 Aug	\$46 + \$200 =		\$246.00
7-9 Aug	\$85 + \$205 = \$290/day x 3 days, TDY Location B =		\$870.00
10-11 Aug	\$71 + \$200 = \$271/day x 2 days, TDY Location C (AEA per diem) =		\$542.00
12 Aug	\$71 x 75% =		\$53.25
Total Reimbursement			\$1,945.75

EXAMPLE 5			
AEA Single TDY location			
AEA authorized for lodging and M&IE.			
When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$219 (\$149/ \$70). This rule applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. C1007-A2.			
<i>See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. ‘Unused’ AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).</i>			
<u>CONUS TDY Location Per Diem w/o AEA</u>		<u>CONUS TDY Location Per Diem w/AEA</u>	
Maximum Per Diem - \$146.00		AEA authorized NTE \$219 (\$146 x 150% = \$219)	
Lodging - \$99		Lodging NTE \$149 (\$99 x 150 = \$148.50 = \$149, add .50 cents)	
M&IE - \$47.00		M&IE - \$70 (\$47 x 150% = \$70.50 = \$71, reduce to \$70)	
ITINERARY			
Date	Depart	Arrive	Lodging
10 Aug	Residence	En route/TDY	\$130.00
11 Aug		At TDY Station	\$130.00
12 Aug		At TDY Station	\$130.00
13 Aug	TDY	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
10 Aug	\$25 + \$130 =		\$155.00
11 Aug	\$43 + \$130 =		\$173.00
12 Aug	\$78 + \$130 = (Total reimbursement is limited to maximum daily AEA \$70 M&IE)		\$200.00
13 Aug	\$17		\$17.00
Total Reimbursement			\$545.00

PART N: RETURN TO PDS DURING TDY

C4675 TRAVEL AUTHORIZATION/ORDER

A. Authorized Return. The AO must state in the travel authorization/order if a traveler is:

1. Required to return to the PDS on non-workdays at GOV'T expense, or
2. Authorized to return to the PDS at GOV'T expense during extended TDY.

B. Voluntary Return. Specific authority is not required in the travel authorization/order to allow a traveler to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

A. General. When the TDY assignment does not require a traveler to remain at the TDY site on non-workdays (including holidays), the AO may require a traveler to return to the PDS for non-workdays provided the conditions in C4676-B are met.

B. Required Return Conditions. The following conditions must be met for an AO to require a traveler to return to the PDS for non-workdays:

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

C4677 VOLUNTARY RETURN TO PDS

A. General

1. A TDY traveler may voluntarily return to the PDS/place from which the traveler commutes daily to the PDS on non-workdays/workdays after the close of business.
2. The maximum reimbursement allowable for round-trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location.
3. The traveler must perform voluntary return travel during non-duty hours or authorized leave periods.

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

1. Example 1

Example 1		
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. • For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. 		
‘Lodgings-Plus’ Per Diem Computation		
Wed	10/20	Depart PDS
Wed	10/20	Arrive TDY
Fri	10/22	Depart TDY
Fri	10/22	Arrive PDS
Sun	10/24	Depart PDS
Sun	10/24	Arrive TDY
Wed	10/27	Depart TDY
Wed	10/27	Arrive PDS
The traveler's daily TDY lodging cost was \$61, which, when added to the applicable M&IE rate of \$39 equals \$100 (does not exceed the TDY location \$109 maximum per diem rate).		
Actual Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$39) + \$61 =	\$ 90.25
Thurs 10/21	\$39 + \$61 =	\$100.00
Fri 10/22	Per diem for the return day to the PDS 75% x \$39 =	\$ 29.25
Sat 10/23	At PDS	0
Round-trip Transportation Cost		\$100.00
Sun 10/24	Per diem for the travel day to the TDY location (75% x \$39) + \$61 =	\$ 90.25
Mon 10/25	\$39 + \$61 =	\$100.00
Tue 10/26	\$39 + \$61 =	\$100.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$39 =	\$ 29.25
Total Actual Cost		\$639.00
Constructed Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$39) + \$61 =	\$ 90.25
Thurs 10/21	\$39 + \$61 =	\$100.00
Fri 10/22	\$39 + \$61 =	\$100.00
Sat 10/23	\$39 + \$61 =	\$100.00
Sun 10/24	\$39 + \$61 =	\$100.00
Mon 10/25	\$39 + \$61 =	\$100.00
Tue 10/26	\$39 + \$61 =	\$100.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$39 =	<u>\$ 29.25</u>
Total Constructed Cost		\$719.50
In this example the traveler is due \$639.00 (actual cost) since it is less than the constructed cost (\$719.50).		

2. Example 2

Example 2		
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. • For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. 		
Lodging-Plus Per Diem Computation		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS
An traveler's daily TDY lodging cost was \$55, which, when added to the applicable M&IE rate of \$39 equals \$94 which does not exceed the TDY location \$109 maximum per diem rate.		
Constructed Cost:		
Applying the \$94 per diem rate, which would have been allowable had the traveler remained at the TDY location, the traveler would be authorized a total per diem of \$282 for Friday, Saturday and Sunday (\$94/day x 3 days = \$282).		
Actual Cost:		
Per diem for the return day to the PDS on Friday 75% x \$39 =		\$ 29.25
Cost of round-trip transportation =		\$180.00
Per diem for the travel day to the TDY location (75% x \$39) + \$55 =		<u>\$ 84.25</u>
Total		\$293.50
Since the actual cost of per diem and the transportation (\$293.50) for round trip travel to the PDS exceeds the constructed cost of per diem (\$282) the traveler would have been authorized if the traveler remained at the TDY location, the traveler is reimbursed \$282		
Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round-trip mileage and per diem in the amount of \$293.50. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location.		
<i>NOTE: TDY mileage is not paid to the passenger. See par. C2198-B5.</i>		
If each traveler's per diem is taken into account, the maximum per diem payable would be \$564 (\$94/day/traveler x 3 days = \$282/traveler x 2 travelers).		
If the round-trip transportation cost for the two travelers is \$180, the complete travel cost is payable (i.e., per diem and round-trip mileage for the driver traveler and per diem for the passenger traveler equal to \$407).		
$\$29.25 \text{ per diem for Friday} + \$84.25 \text{ per diem for Sunday} = \113.50		
$\$113.50/\text{person (per diem for Friday and Sunday)} \times 2 \text{ people} = \227 per diem		
$\$227 \text{ (per diem)} + \$180 \text{ (transportation for 2 travelers)} = \407		
The driver receives \$293.50. The passenger receives \$113.50.		
There is a \$157 savings to the GOV'T (\$564 - \$407).		

3. Example 3

EXAMPLE 3				
(TDY Per Diem AND POC TDY Mileage Computation)				
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. • For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. 				
<p>An traveler is assigned to a TDY location. The travel authorization/order does not require the traveler's daily return to headquarters. The traveler elects to travel by POC (personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours but less than 24 hours.</p>				
<p>The maximum TDY per diem rate is \$101 (\$62/ \$39) which is reimbursed for the round-trip between the TDY and PDS locations. The traveler's lodging cost is \$60 per day if the traveler remained at the TDY location.</p>				
<p>The traveler is due \$392.25(constructed cost) which is less than the actual cost.</p>				
ITINERARY				
Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles
Tue	10/16	0600	1830	75 miles
Wed	10/17	0600	1830	75 miles
Thu	10/18	0600	1830	75 miles
REIMBURSEMENT				
PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED				
Mon	10/15	75% x \$39 (par. C4553-D) =		\$29.25
Tue	10/16	75% x \$39 =		\$29.25
Wed	10/17	75% x \$39 =		\$29.25
Thurs	10/18	75% x \$39 =		\$29.25
Four round trips of 150 miles each = 600 miles @ \$0.585/mile =				\$351.00
Per Diem & POC TDY Mileage for Actual Travel Total =				\$468.00
GOV'T'S CONSTRUCTED COST				
10/15	75% x \$39 = \$29.25 + \$60 =			\$89.25
10/16 to 10/17	\$39 + \$60 = \$99/day times 2 days =			\$198.00
10/18	75% x \$39 =			\$29.25
One round trip of 150 miles x \$0.585/mile =				\$87.75
Per Diem & POC TDY Mileage for Constructed Cost Total				\$404.25

4. Example 4

Example 4		
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. • For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. 		
AEA Comparison		
Sun	10/07	Arrive TDY location. AEA Authorized NTE \$90
Fri	10/12	Depart TDY location (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY location (same TDY location)
Fri	10/19	Depart TDY location (TDY completed)
Fri	10/19	Arrive PDS
<p>The maximum AEA payable at the traveler's TDY location is \$90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the traveler remained at the TDY location.</p> <p>If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the traveler would have received by staying at the TDY location, reimbursement is limited to \$270, i.e., what the traveler would have been paid for remaining at the TDY location.</p> <p>If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.</p>		

C4678 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For par. C4678, "extended TDY" means directed continuous travel of 3 or more weeks.
2. A traveler on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.
3. *Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the traveler remained at the TDY location.*

B. Cost Analysis

1. Prior to authorizing return travel, the AO must determine that the savings (i.e., increased traveler efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.
2. The TDY assignment length and purpose and the return travel distance must be considered.
3. *An analysis must be conducted at least every other year.*

C. Authorized Return

1. Authorized return travel is intended for a traveler whose employment *requires frequent extended TDY* assignments away from the PDS.
2. A traveler on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the traveler commutes daily to the PDS) as frequently as every other weekend provided the return is:
 - a. Justified by the cost analysis required in par. C4678-B, and

b. The AO determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.

3. ***A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized reimbursement for transportation expenses.*** The traveler is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).

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

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

6. Computation Examples

a. Example 1

Example 1

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

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

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

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

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

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

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

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

b. Example 2

Example 2

A traveler TDY from Location X to Base Y (with a per diem rate of \$161 (\$110/ \$51)) at which the traveler is staying on the Base at a cost of \$20/night with no charge for room tax and is paid the \$31 PMR based on the use of 1 or 2 GOV'T meals daily.

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

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

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

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

The fact that the traveler was using GOV'T quarters and 1 or 2 GOV'T meals per day has no effect on the traveler's M&IE on days when not using those meals.

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

c. Example 3

Example 3

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

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

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

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

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

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

C4679 LODGING RETAINED AT TDY LOCATION

A. Lodging Retained at TDY Location during Voluntary or Required Return. A traveler, who retains lodging at the TDY location during a voluntary (per par. C4677) or required (per par. C4676) return, is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return – ‘Lodgings-Plus’

1. When a traveler is authorized 'Lodgings-Plus' per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:
 - a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience; and
 - b. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and
 - c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler's ability to secure a room upon return.
2. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem

1. When a traveler is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement for out-of-pocket expenses.
2. The amount allowed for lodging cost as a reimbursable expense may not be more than the amount the traveler would have received if the return trip to the PDS was not taken.

3. Example

<ol style="list-style-type: none">1. The traveler is on long term TDY renting an apartment at a cost of \$1,000/month.2. The authorized per diem rate is \$55 (i.e., 55% of the locality rate of \$100). $55\% \times \\$34 \text{ (M\&IE)} = \\18.70 $55\% \times \\$66 \text{ (Lodging)} = \\36.30 Total = \$55 or 55% of \$100 = \$553. The traveler is reimbursed $\\$36.30/\text{day} \times 30 \text{ days} = \\$1,089$ per 30-day month for lodging.4. The travel authorization/order allowed the traveler a return trip home every 3 weeks.
Scenario 1
<ol style="list-style-type: none">1. The traveler returned to the PDS once during the first month. The traveler is not paid for the 2 nights lodging spent at the PDS.2. The traveler is authorized $\\$1,016.40$ (28 days \times $\\$36.30/\text{day}$) for lodging for the first month.3. Since the traveler is authorized \$16.40 more than actual lodging cost ($\\$1,016.40$ vs. $\\$1,000$), the traveler is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.
Scenario 2
<ol style="list-style-type: none">1. The traveler returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the traveler is not paid lodging for 5 nights spent at the PDS.2. The traveler is authorized $25 \text{ days} \times \\$36.30/\text{day} = \\$907.50$ for lodging for the third month.3. The traveler is out-of-pocket $\\$92.50$ for lodging costs ($\\$1,000$ vs. $\\$907.50$).4. The traveler would have been reimbursed $\\$181.50$ (5 nights \times $\\$36.50/\text{night}$) for those 5 nights had the traveler not returned to the PDS.5. The $\\$92.50$ out-of-pocket cost is less than the amount the traveler would have been paid had the traveler not returned to the PDS ($\\$181.50$).6. At the AO's option, the traveler may be authorized $\\$92.50$ as a reimbursable expense to cover the out-of-pocket lodging costs.

PART O: OCCASIONAL MEALS AND/OR LODGING

C4710 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING (FTR §301-11.1)

Even if lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, a traveler may incur expenses for occasional meals and/or lodgings. The travel approving/directing official may authorize/approve the actual amount paid up to the PMR (no incidental expenses) in par. C4554-A for meals and/or payment for lodging up to the maximums (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) when the traveler is required to purchase these items when not authorized per diem. See Ch 4, Part M if the lodging/meal costs exceed the maximum rates.

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CHAPTER 4
PART Q: RESERVED

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CHAPTER 4
PART R: RESERVED

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CHAPTER 4

PART S: RESERVED

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PART T: SPECIFIC ASSIGNMENT CONDITIONS

C4975 TRAVEL OF CONSULTANTS AND EXPERTS

A. Authority. Title 5 USC §5703 and 50 USC, App. §2160 provide authority for travel expenses and allowances for consultants and experts who are in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and reimbursement of expenses incident to TDY assignments for these individuals.

***NOTE:** See, par. APP I, Part 3, par. D and APP E, Parts I and II for applicable travel authorization formats and par. C4562 for per diem allowances.*

B. Conditions. An individual serving without pay or at \$1 per year is authorized the allowances in pars. C4975-B1 through C4975-B5. A consultant or expert employed intermittently and paid on a daily-when-actually-employed basis may be paid the allowances in pars. C4975-B1 through C4975-B5 when it is determined to be in the GOV'T's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. Travel expenses for recurring round-trip travel between home or place of business and place of duty during an assignment when it is administratively determined more advantageous or economical to the GOV'T;
4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;
5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under 50 USC, App. §2160).

If more than 130 days of full-time service is performed in any continuous 365-day period, the employment is not intermittent. When service is not intermittent, there is no authority for per diem or AEA at the regular place of assignment (35 Comp. Gen. 90 (1955); 36 id. 351 (1956)). However, per diem authorization is not precluded ICW other TDY assignments at places of duty away from the regular duty location.

C4976 WITNESS TRAVEL

A. General. TDY allowances apply when, ICW any judicial or agency proceeding, an employee is:

1. Summoned/authorized to respond,
2. Assigned by the agency to testify/produce official records on the GOV'T's behalf,
3. To testify in the employee's official capacity, or
4. To produce official records on behalf of a party other than the GOV'T.

B. Definitions. The following definitions only apply to par. C4976:

1. Judicial Proceeding. As used in par. C4976, the term "judicial proceeding" means any action, suit, or other proceeding (such as hearings/conferences before a committing court, magistrate, commission, grand jury, or coroner's inquest) that is judicial in nature held in the U.S. and non-foreign OCONUS areas. Included are condemnation, preliminary, and informational (such as a hearing/conference conducted by a prosecuting

attorney to determine whether information or a charge should be made in a particular case) proceedings.

2. Agency Proceedings. The term "agency proceeding" refers to "rulemaking" (means agency process for formulating, amending, or repealing a rule); "adjudication" (means agency process for the formulation of an order); and "licensing" (includes agency process respecting the grant, renewal, denial, relocation, suspension, annulment, withdrawal, limitation, amendment, modification, or conditioning of a license).

3. Summoned. The word "summoned" means an official request, invitation, or call, evidenced by an official writing of the court, authority, or party responsible for conducting the proceeding.

C. Allowable Travel Reimbursement. Travel reimbursement at the rates/amounts allowable for employees on TDY are paid to an employee performing travel under par. C4976. However, if any travel expenses are paid to the employee for appearance by the court, authority, or party which caused the employee to be summoned as a witness on behalf of a party other than the GOV'T, the payment must be deducted from the amount otherwise payable under the travel authorization/order. Regulations of the separate departments regarding absence from duty for court leave apply.

D. Funding. If the employee serves as a witness for the GOV'T, and the case involves the employing activity, the employing agency pays the travel expenses. If the case does not involve the employee's activity, *the agency chargeable with the travel expenses issues a travel authorization/order for the required travel*. If an employee serves as a witness in an official capacity or produces official records for a party other than the GOV'T, the employing agency pays the employee's allowable travel expenses.

C4977 JUROR TRAVEL

A TDY travel authorization/order must not be issued when an official or employee is summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the judiciary branch of the GOV'T. Regulations of the separate departments of the DOD regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement apply.

C4978 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE

A. General. TDY travel allowances apply when an employee, serving as labor organization representative, performs travel to attend labor-management meetings that are certified to be in the GOV'T's primary interest. The term "Labor Organization Representative," as used in par. C4978, means a DOD employee specifically designated by a labor organization to represent an organization in dealing with management.

B. Certification. Each authorization/order for the payment of travel expenses to an employee serving as a labor organization representative to attend labor-management meetings must be supported by the certification cited in par. C4978-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel is:

1. Incident to attendance at a meeting which is primarily in the GOV'T's interest;
2. Incident to participation in activities such as joint labor-management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;
3. Not for the purpose of engaging in activities covered by 5 USC §7131(b), which provides internal labor organization business be conducted only when an employee is in a non-duty status.

C4979 TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD

A. General. Travel and transportation at GOV'T expense may be authorized for an employee who travels to receive an honor award sponsored by a non-Federal organization provided the award is determined in each case to be closely related to the official duties of the employee and the functions and activities of the employee's agency (55

Comp. Gen. 1332 (1976)). When attendance at the meeting or convention where the award is given has been authorized/approved for another reason, no further authorization/order is required for the traveler to accept an award.

B. Allowable Expense. TDY transportation and per diem or AEA are payable.

C. Prohibition. Travel and transportation at GOV'T expense is not authorized for dependents or next of kin to accompany an employee receiving an honor award, except as an attendant for a handicapped employee (see APP E, Part I, Invitation to Travel, par. A-5). Except as provided in Ch 4, Part Q, there is no authority for an employee authorized travel under par. C4979 to accept reimbursement from a private organization for travel and other expenses.

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SECTION C1: GENERAL

C5100 ELIGIBILITY

A. General

1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide.
2. Dependent travel and transportation allowances are based on the employee's travel authorization and are subject to the conditions and restrictions in Ch 5, Part C.
3. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.
4. There is no authority for any additional travel and transportation allowances for a dependent who accompanies an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (see APP A for DEPENDENT) for travel allowance depends in part on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: A child 20 years and 11 months old when the employee reports at new PDS is eligible for travel to that new PDS even if travel is delayed until the child is age 22 years and 11 months.

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SECTION C3: DEPENDENT STUDENT TRAVEL**C5120 DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL**

NOTE: *Par. C5120 parallels State Department regulations and NOT the JFTR.*

A. Authority and Eligibility

1. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DOD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials" at <http://www.dtic.mil/whs/directives/>.
2. DOD 1400.25-M, SC 1250.5.1 authorizes educational travel, prescribed in DSSR section 280, for a dependent student of a DOD civilian employee assigned in a *foreign area* for travel to and from a school offering a full-time course of secondary (in lieu of an education allowance), or post-secondary education.
3. Travel may be to and from a school. See http://aoprals.state.gov/content.asp?content_id=250&menu_id=81.
4. Dependent student travel administration is IAW DOD regulations and Service implementing regulations.

B. DODEA Student Activity Travel

1. The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.
2. The Director, DODEA, or designee determines appropriate activities.
3. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.
4. *Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.*

Part C: Dependent T&T Allowances/Section 3: Dependent Student Travel

C. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to Dependent Student Travel:

Example 1			
Per Diem Computation for Dependent Student Authorized Travel IAW DSSR Section 280			
See pars. C4553-D, C5120 and C5125-D.			
<i>NOTE: See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for current per diem rates. Dependent student travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C4553-D1a and C4553-D1b.</i>			
1. Dependent student travels from OCONUS to a CONUS school and return to OCONUS.			
2. Itinerary:	8/14/05	Depart OCONUS residence at 0730	
	8/14/05	Arrive at CONUS lodging at 2130	
	8/15/05-5/15/05	Per diem is not authorized.	
	5/16/05	Depart CONUS lodging at 1300	
	5/17/05	Arrive OCONUS residence at 0915	
3. The dependent student is authorized per diem while traveling to and from school since actual travel time in each direction exceeds 12 hours. See par. C4552-F.			
4. The locality per diem rate for the CONUS destination at the time of travel was \$158 (\$107/ \$51).			
5. <u>Reimbursement:</u>	8/14/05	75% x \$51 (M&IE) =	\$38.25
	8/15/05 – 5/15/05	no per diem	0.00
	5/16/05 – 5/17/05	75% x \$51 (M&IE) =	<u>\$38.25</u>
Total Reimbursement			\$76.50
6. Par. C4553-D1a applies for the OCONUS departure day and the destination M&IE rate (\$51) is used for computing per diem for that day. The trip from OCONUS to CONUS was for longer than 12 hours but less than 24 hours.			
7. Par. C4553-D1a applies to the return trip from CONUS to OCONUS which was for more than 12 hours but not exceeding 24 hours over 2 calendar days. The CONUS locality M&IE rate applies for the return trip.			
8. Per diem for dependent student travel is computed using the same rates that are applicable to an employee on TDY travel.			

C5123 TRANSPORTATION OF A STUDENT WITH A DISABILITY FOR DIAGNOSTIC AND EVALUATION PURPOSES

A. Student Travel. Transportation and per diem/AEA, as prescribed for travel by a TDY employee, are authorized for a tuition-free DODEA student who has a disability, or may be considered as having a disability, under DODI 1342.12, when competent medical/educational authority requests a diagnosis/evaluation under the provisions in DODI 1342.12, and travel is necessary to obtain the diagnosis/evaluation.

B. Parent/Guardian Travel. If the medical/educational authority requests that one or both of the student's parent(s)/guardian(s) be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem/AEA are similarly authorized for the parent(s)/guardian(s).

SECTION C4: DEPENDENT PER DIEM RATES

C5125 DEPENDENT PER DIEM RATES

A. Travel En Route between an Employee's Old and New Duty Station

1. General

- a. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred.
- b. *The prohibition on paying per diem for travel of 12 or fewer hours applies.*
- c. If the travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDSs.
- d. Par. C4555-B3 applies when the employee/dependent obtains lodgings from friends/relatives.
- e. Per diem rates for a dependent is in pars. C5125-A2, C5125-A3, and C5125-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the:

- a. Maximum per diem rate for the spouse is three-fourths of the employee's rate. See par. C4553.
- b. Minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently

- a. Different Travel Dates. When an employee and spouse travel independently of each other, the
 - (1) Maximum per diem rate for the spouse is the same as the employee's had they traveled together.
 - (2) Employee's actual travel time and per diem rate are not factors in computing per diem for the spouse's travel.
- b. Same Travel Dates. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependent Other Than Spouse

- a. Maximum Per Diem Rate. For each dependent other than a spouse the maximum per diem rate is:
 - (1) Three-fourths of the employee's per diem rate for a dependent age 12 or older; and
 - (2) One-half of the employee's per diem rate for a dependent under age 12.
- b. Minimum Per Diem Rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to GOV'T-Procured Air Transportation Cost. When a dependent's transportation cost is limited to GOV'T-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the GOV'T- procured air transportation.

Part C: Dep T&T Alws/Section 4: Dependent Per Diem Rates

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to spouse traveling independently:

Dependent PCS Travel		
NOTE: See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.		
A spouse performed PCS travel from Location A, to Location B, in 10 days. The spouse elected to travel by privately owned-automobile, accompanied by the couple's 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for up to 8 days based on 3050 miles per day. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$567, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days x \$109/day (Standard CONUS per diem rate) =		\$ 872.00
Day 1 (departure day)	75% of \$39 + \$58 (lodging) =	\$ 87.25
Day 2	\$39 =	\$ 39.00
Day 3 to 8	\$39/day x 6 days = \$234 + Lodging \$(57, 59, 58, 57, 56, and 59 = \$346)	\$ 580.00
Day 9	\$39 + \$0 (lodging) =	\$ 39.00
Day 10 (arrival day)	75% x \$39 =	\$ 29.25
Employee's (Spouse) per diem authorization =		\$ 774.50
Per diem for accompanying child (under age 12) at ½ of the amount due the employee (\$774.50) =		\$ 387.25
Total amount payable to employee =		\$1,161.75
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 + 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$109 (\$70/ \$39) prescribed in http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-D3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus \$58 lodging cost for a total of \$87.25.		
Day 2, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.		
Day 3 to 8, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$346) NTE \$70/day times 6 days for a total of \$654.		
Day 9, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$39) for a total of \$29.25.		
The per diem for actual travel by the spouse is \$774.50. Since the per diem for actual travel does not exceed the maximum allowable (\$872.00) for 8 days travel time, the employee is authorized the full amount (\$774.50) for the actual travel time and authorization for the dependent child (under age 12) is ½ of the \$774.50 due the employee.		

Part C: Dep T&T Alws/Section 4: Dependent Per Diem Rates

C. Exclusions. Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;
2. Of an employee assigned OCONUS ICW RAT. See par. C5130 when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.
3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. Authorized transportation to/from an employee's training location IAW par. C4500 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently pursuant to Ch 5, Part M to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. C4553.
2. Employee and Spouse Travel Together. When the employee and spouse travel together IAW Ch 5, Part M to house-hunt, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed using par. C4553.
3. Limitations. *A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.*

E. Evacuation Travel. When a dependent is evacuated, per diem is payable IAW Ch 6.F. Student Dependent Travel to Attend School. When a student dependent, in a foreign area, travels to/from school using par. C5120:

1. Per diem is authorized for required travel time by the authorized transportation mode IAW par. C4553-D,
2. The maximum per diem rates in par. C5125-A do not apply to travel to/from school, and
3. Prohibitions in par. C4552-F are applicable.

G. Travel by Commercial Ship. Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge (or are part of the accommodations cost), except on embarkation and debarkation days.**C5130 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED**

A. General. In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, dependent travel per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. Examples

1. Example 1. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (Hawai'i) PDS.

2. Example 2. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and PCS mileage while en route.

SECTION 1: GENERAL

C5200 GENERAL

A. Authorized Personnel. Personnel authorized POV (as defined in APP A) transportation include a/an:

1. Traveler transferred in the Government's interest,
2. New appointee, or
3. Student trainee assigned the first PDS.

B. Rental Car. There is no authority in JTR for rental car reimbursement while awaiting POV arrival. Travelers should check to see if the POV shipping contract contains any rental provisions.

C. Miscellaneous POV Shipment Information. For other requirements related to shipping a POV, see the SDDC website at: <http://www.sddc.army.mil/>, and "Shipping your POV" at: <http://www.sddc.army.mil/sddc/Content/Pub/8808/dbcn8808.pdf>.

C5204 SIZE LIMIT

Transportation at GOV'T expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). A traveler who ships a larger POV which otherwise qualifies for shipment at GOV'T expense, is financially responsible for all costs resulting from the excess POV size.

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SECTION 3: CONUS POV TRANSPORTATION**C5240 GENERAL**

A traveler transferred in the GOV'T's interest or a new appointee or student trainee relocating to the first CONUS PDS may be authorized to have POV(s) transported at GOV'T expense when authorized/approved as being advantageous (particularly financially advantageous) to the GOV'T.

NOTE: See par. C7470 for authority to reimburse a traveler with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

C5244 AUTHORIZATION

A. General. Commanding officers/designated representatives who assign travelers in CONUS are delegated authority to determine a traveler's, new appointee's, or student trainee's eligibility to transport a POV(s) at GOV'T expense when:

1. Both the old PDS (or actual residence of a new appointee or student trainee) and new PDS are within CONUS; and

2. ***It has been determined IAW pars. C5244-A2a, C5244-A2b, C5244-A2c, and C5254-A2d below that it is more advantageous and cost effective to the GOV'T to transport the POV(s) to the new PDS at GOV'T expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or more POC(s) to the new PDS. Costs to be considered are:***

- a. Cost of POC travel;
- b. Cost of transporting the POV(s);
- c. Cost of travel if the POV(s) is/are transported; and
- d. Productivity benefit from the traveler's accelerated arrival at the new PDS.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the traveler is transferred, or
2. Actual residence for a new appointee or student trainee.

C. Towing Equipment Cost. When transportation of a POV at GOV'T expense is authorized/approved, an employee may be reimbursed the cost of towing equipment/car carrier used for transporting the POV to the new PDS (GSBCA 16412-RELO, 16 July 2004). ***NOTE: Mileage reimbursement is not allowed for the towed vehicle - GSBCA 15308-RELO, 7 July 2000.***

C5248 SHIPMENT METHODS

A. GOV'T-arranged POV Transportation. The transportation officer determines the transportation mode. The procedures for shipment must be IAW Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: <http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-408.pdf>.

B. Traveler-arranged POV Transportation (FTR §302-9.142 §302-9.207). If POV shipment is authorized at GOV'T expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from the port/VPC serving the authorized origin point to the port/VPC serving the authorized destination.

C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by a “traveler with a disability” (as defined in par. C7455) between CONUS PDSs may be:

- a. Arranged by the DOD component on behalf of the traveler, or
- b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

- a. Is cost beneficial ***NOTE: This is the primary consideration.***,
- b. Constitutes a reasonable accommodation to the traveler, and
- c. Does not impose undue hardship on the DOD component’s personnel relocation program.

PART F: MOBILE HOME TRANSPORTATION (FTR PART §302-10)

C5250 GENERAL (FTR, §302-10.1)

1. This Part prescribes mobile home allowances and transportation for employees authorized to make PCS moves.
2. See APP A for definition of a mobile home.
3. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, mileage, and transportation expenses for the employee and dependents (FTR, §302-10.6).
4. The mobile home may be moved at GOV'T expense only if it will be used as the residence at the new PDS (FTR, §302-10.6).

C5255 AUTHORIZED TRANSPORTATION

An employee authorized HHG transportation at GOV'T expense may be authorized mobile home transportation allowances in lieu of HHG transportation when:

1. The mobile home is acquired on/before the effective date of the employee's PCS/TCS travel authorization;
2. The employee certifies that the employee/dependents intend to use the mobile home as a primary residence at the location to which it is being moved (FTR, §302-10.2);
3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the employee's expense and to the GOV'T's/transporter's satisfaction to withstand transportation; and
4. The employee is authorized to make a PCS move between places in par. C5260.

C5260 GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)

A. Authorized Origin/Destination Points. Mobile home transportation allowances may be authorized only for transportation:

1. Within CONUS,
2. Within Alaska, and
3. Between a CONUS and an Alaskan PDS,
4. Through Canada en route between Alaska and CONUS,
5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),
6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
7. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

NOTE: Appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

B. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:

1. Within CONUS,
2. Within Alaska,
3. Through Canada en route between Alaska and CONUS, or
4. Through Canada between one CONUS point and another.

C. Transportation Limitations (FTR, §302-10.3)

1. Mobile home transportation for an authorized employee is between the old and new PDS or between any other two points subject to the GOV'T's transportation cost liability to transport 18,000 pounds of HHG between the old and new PDS plus 90 days of HHG SIT.

2. *Any 'unused' mobile home transportation cost may not be used to ship HHG.*

C5265 ALLOWANCES

A. General

1. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 pounds) plus 90 days of HHG SIT between the authorized points.

2. **Example.** An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.

Effective 7 November 2005

*3. The employee's maximum allowances are determined by using the lowest tariff rate plus the applicable packing allowance times the maximum weight (18,000 lbs). Rates can be obtained from the SDDC website at: <http://www.sddc.army.mil>. Click on "Personal Property/POV".

B. Transportation. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

C. Employee Married to Employee. When both spouses are employees, they may combine their PCS HHG weight allowances to determine the maximum GOV'T cost liability to move their mobile home when each employee is authorized:

1. A mobile home allowance, and
2. Movement of a mobile home on a PCS travel authorization.

NOTE: Only 90 days of storage of the combined weight may be included in the constructed cost.

D. Employee Married to Uniformed Member. When one spouse is an employee and the other a uniformed member, and each has a separate PCS travel authorization/order, they may combine their PCS HHG weight allowances to determine the GOV'T's cost liability to transport their mobile home. See JFTR, par. U5505-B **NOTE**.

NOTE: Only 90 days of storage of the combined weight may be included in the constructed cost.

C5270 TRANSPORTATION LIMITATIONS

- A. Limitation. Reimbursement must not exceed what the GOV'T would incur for HHG transportation and 90-days of HHG SIT (FTR, §302-10.1).
- B. Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means.

C5275 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. General. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. C5255 may transport a mobile home at personal expense and be reimbursed for transportation costs (see pars. C5275-C, C5280, and C5275-C2). ***Reimbursement must not exceed the amount in par. C5265-A.***

B. Transportation Conditions. The employee, or dependent/heir when appropriate, should ensure that:

1. The transporter's bill/invoice includes specific cost itemization of charges;
2. The carrier's preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir); and
3. The body, frame, springs, wheels, brakes, and tires are in appropriate condition to permit transportation.

NOTE: Any damage/repair charges resulting from extra property placed in the mobile home that constitutes an overload condition are the employee's financial responsibility.

C. Allowed Transportation Costs (FTR, §302-10.200). When mobile home transportation is by a personally procured commercial transporter, (see par. C5280-B1 for preparation fees allowed as transportation costs), reimbursement is authorized (***NTE the amount in par. C5265-A***) for the following:

1. Transportation over Land (FTR, §302-10.200(a))
 - a. The carrier's charges for actual mobile home transportation (not to exceed the applicable tariff for such movements approved by an appropriate regulatory body) provided any substantial deviation from the DTOD is explained;
 - b. Ferry fares; bridge, road, and tunnel tolls;
 - c. Taxes; charges or fees fixed by a State or other GOV'T authority for permits to transport mobile homes in or through its jurisdiction;
 - d. The carrier's service charges for obtaining such permits; and
 - e. Pilot (flag) car or escort services, if required by State or local law.
2. Transportation over Water (FTR, §302-10.5)
 - a. Over-water mobile home transportation is authorized only for transportation from an origin within CONUS/within Alaska to a destination within CONUS/within Alaska.
 - b. When a boat used as a primary residence is transported over water, the transportation allowance costs include (FTR, §302-10.200(b)):
 - (1) Fuel and oil used for propulsion of the boat;
 - (2) Pilots/navigators in the open water;

- (3) A crew;
- (4) Harbor pilot charges;
- (5) Docking fees incurred in transit;
- (6) Harbor/port fees and similar charges related to entry in and navigation through ports;
- (7) Towing, (in tow or towing by pushing from behind); and
- (8) Similar expenses.

D. Transportation Costs Not Allowed (FTR, §302-10.207). When mobile home transportation is by a personally procured commercial transporter, reimbursement is not authorized for:

1. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges (see par. C5275-B);
2. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service";
3. Special handling costs requested by the employee;
4. Costs of disconnecting/connecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and
5. Storage.

C5280 MOBILE HOME TOWED BY POC

A. Allowances

1. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POC, an allowance of \$0.11 per mile is paid to cover the transportation costs listed in par. C5275-C (FTR, §302-10.201).
2. The Service/Defense Agency concerned pays the transportation preparation/resettling costs at the destination as provided in par. C5280-B (FTR, §302-10.202(b)).
3. *Reimbursement of \$0.11 per mile is paid for mobile home transportation in addition to a POC PCS mileage allowance as provided in par. C2505* (FTR, §302-10.201).
4. Distance computation (FTR, §302-10 Subpart B) is determined by the DTOD (par. C1065-A).

B. Preparation Costs Allowed (FTR, §302-10.204). In addition to the allowances in par. C5280, a reimbursable allowance includes costs generally associated with mobile home preparation at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. See par. C5270 for transportation cost limitations. Preparation costs include:

1. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
2. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
3. Blocks purchased in lieu of transporting blocks from old PDS and the cost of replacement blocks broken while the mobile home was being transported;

4. HHG packing/unpacking associated with (i.e., inside) the mobile home;
5. Disconnecting/connecting utilities;
6. Skirting removal/installation labor costs;
7. Movement/reassembling costs of separating, preparing, and sealing each half of a doublewide mobile home;
8. Trailer towing lights installation/removal;
9. Extension costs of existing water/sewer lines;
10. Dismantling/assembling costs for a portable room appended to a mobile home;
11. Travel lift fees; and
12. Similar expenses.

C5285 GOV'T-PROCURED TRANSPORTATION

A. General (FTR, §302-10.206). An authorized employee may request and, subject to the employee's written agreement to be responsible for any excess costs involved, the GOV'T may arrange the employee's mobile home transportation by commercial/GOV'T means to/from the points authorized in this Part.

B. GOV'T's Cost Obligation

1. The GOV'T's cost obligation is for the costs of:
 - a. Pickup;
 - b. Transportation; and
 - c. Delivery of the mobile home;

to the destination ready for occupancy, except for the costs in par. C5275-D3. *The employee does not receive any other allowances for the transportation involved nor may the employee transport any HHG separately at GOV'T expense.*

2. Costs Allowed. Costs allowed include charges for:
 - a. Actual transportation;
 - b. Ferry fares;
 - c. Bridge, road, and tunnel tolls;
 - d. Taxes; and
 - e. Municipal, state, and/or local permits.
3. Costs Not Allowed (FTR, §302-10-207). The employee is responsible for any excess preparation, transportation, or non-allowable charges such as costs for:
 - a. Storage accruing at any point unless caused by conditions beyond the employee's control;
 - b. Special handling requested by the employee;

- c. Insurance/excess valuation over the carrier's maximum liability;
- d. Body/chassis mobile home preparation and any repairs/maintenance performed en route including replacement costs for parts/tires; and
- e. Disconnecting/connecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

4. **Denied Payment.** When the costs in par. C5285-B3 are not collectable from the employee's pay because the employee is/will no longer be in a pay status following mobile home transportation, the employee's repayment request must be denied.

C5290 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS (FTR, §302-10.203)

The allowances in pars. C5275 and C5280 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

C5295 ADVANCE PAYMENT (FTR, §302-10.300)

- 1. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured using a commercial carrier.
- 2. The advance may not exceed the estimated amount allowable.
- 3. An advance is not authorized when the GOV'T pays the carrier directly (FTR, §302-10.301).

C5297 EMPLOYEE DEATH (FTR, §303-70.302)

A. CONUS. If the employee dies:

- 1. In-transit or has reported to the new PDS, the mobile home is moved at GOV'T expense.
- 2. While stationed at a CONUS PDS and the dependents are at that PDS (i.e., not in-transit or have not left the old PDS yet) the GOV'T will not pay to move the mobile home for the dependent's/heirs (FTR, §303-70.304).

B. OCONUS

1. If an employee dies while stationed OCONUS the GOV'T will move the mobile home, left behind in CONUS, for the dependents/heirs to:

- a. The actual residence (see APP A), or
- b. An alternate destination,

but the allowable expenses cannot exceed the cost of transportation to the decedent's actual residence.

- 2. Travel and transportation must begin within one year from the date of the employee's death.
- 3. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

PART G: MEA DUE TO HOUSEHOLD RELOCATION

C5300 GENERAL

- A. Purpose. The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation.
- B. Advance Payments. An advance of MEA funds is not authorized.
- C. Mobile Home Relocation. See Ch 5, Part F for specific costs associated with mobile home relocation transportation expenses.
- D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

C5305 ELIGIBILITY

- A. Employees Eligible for MEA. MEA is payable when all of the following are met:
1. A PCS/TCS is authorized/approved.
 2. An appropriate service agreement is signed.
 3. The employee moves out of the old residence. and
 4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).
- B. Employees *Not* Eligible for MEA. The following personnel are not eligible to receive an MEA:
1. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);

NOTE 1: See par. C5080-B New Appointee and Student Trainee Appointments and Assignments to Positions in the United States.

NOTE 2: A new appointee or an employee performing first-PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). For FTA guidance, refer to Department of State Standardized Regulations (DSSR), Section 240 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 as stated in par. C1004.

2. An employee performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;
3. An employee assigned to an OCONUS PDS returning to the actual residence for separation; and
4. An employee authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4500.

C5310 REIMBURSEMENT

A. General

1. MEA Amounts. The 'flat payment' MEA amounts are \$500 and \$1,000.
2. Two Employees in One Household
 - a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee (FTR §302-3.201).
 - b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA paid at the ***with-dependent rate*** (see FTR §302-3.202).
 - c. Even if each employee without dependents has a travel authorization/order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees (73 Comp. Gen. 164 (1994)).
 - d. Employees without dependents (other than each other) each are authorized MEA at the without-dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBGA 16608-RELO, 3 August 2005. An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.
 - e. **EXCEPTION**: First appointees assigned to an OCONUS PDS are paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. C1004-C.

B. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without dependents: the lesser of \$500 or the equivalent of 1 week's basic compensation;
2. Employees with dependents: the lesser of \$1,000 or the equivalent of 2 week's basic compensation; or
3. Employees with dependents, but whose dependents and HHG are not relocated: the lesser of \$500 or the equivalent of 1 week's basic compensation. When an employee:
 - a. Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
 - b. Relocates the dependents or HHG within the 2-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C5310-B2.

NOTE 1: An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, 12 August 1976).

NOTE 2: An employee is authorized MEA at the "without-dependents rate" if the employee's dependents return early IAW par. C5450 and do not relocate the household when the employee returns and is authorized PCS allowances (B-194061, 12 September 1979). For an employee to be authorized MEA at the "with-dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5310-B if the:
 - a. Claim is supported by evidence of expenses incurred, and
 - b. Total amount does not exceed the employee's basic salary rate of:
 - (1) 1 week if the employee is without dependents, or
 - (2) 2 weeks if the employee has dependents who were relocated.
2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.
3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.
4. A claim for more than the amount authorized in par. C5310-B must be justified.

D. Reimbursable Costs. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. Non-refundable utility fees/deposits;
4. Losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. Automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS or a non-foreign OCONUS area for employees participating in the DOD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS or a non-foreign OCONUS area for non-participants in the DOD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. Rental agent fees customarily charged for securing housing in foreign countries;
7. Pet quarantine charges (B-206538, 14 September 1982) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. C5400;
8. Pet transportation (cats, dogs, and other house pets) (*FTR §302-16.1*); ***NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;***

GSBCA ruling involving costs related to “UK pet scheme”

An employee transferred from Colorado to the United Kingdom (UK) incurred expenses to comply with the UK's requirements for bringing pets into the country. The expenses, totaling \$906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, “UK pet scheme” costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee's travel voucher included the above-listed expenses as itemized miscellaneous expenses. The employee's agency reimbursed a total of \$1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet-related expenses, which

the agency considered to be unallowable. GSBICA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBICA 16827-RELO, 14 April 2006). ***This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16827.PDF>.***

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976));
10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBICA 16104-RELO, 19 June 2003);
11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBICA 16104-RELO, 19 June 2003);
12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the GOV'T's interest (GSBICA 16351-RELO, 1 April 2004); and
13. Similar costs.

E. Non-Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in these regulations;
2. Costs that are not allowed in this Volume;
3. Costs reimbursed under other provisions of law or regulations;
4. Costs incurred for reasons of personal taste or preference and not required because of the move;
5. Losses covered by insurance;
6. Fines or other penalties imposed on the employee or dependents;
7. Judgments, court costs, and similar expenses because of civil actions;
8. Expenses due to circumstances, factors, or actions that were not due to the move;
9. Losses/costs due to selling/buying homes and personal property;
10. Duplicate payments for reimbursable expenses;
11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or this Volume;
13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;
14. Fines imposed for traffic infractions while en route to the new PDS;
15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;

16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;
19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;
20. Costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;
21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation;
22. Costs of newly purchased items, such as rugs or drapes; and
23. Fees for boarding pets while preparing to move and during the move to new PDS (GSBCA 16104-RELO, 19 June 2003).

F. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. Submit a travel claim following the guidance in DoDFMR (<http://www.dtic.mil/comptroller/fmr>) for costs associated with leaving the old PDS residence and establishing a new PDS residence,
2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder of MEA.

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SECTION 1: GENERAL

C5350 PURPOSE

TQSE is a *discretionary, not mandatory*, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy *temporary lodging incident to a PCS move*. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is available to document TQSE expenses for reimbursement.

C5352 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE (AE). Actual expense reimbursement - see Parts H2 and H4, and
2. TQSE(F). Fixed amount payment - see Part H3.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. C1004 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, *not the employee*, determines if TQSE is necessary.
2. TQSE Authorization. TQSE must be authorized *before* temporary lodging is occupied and *may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved. See par. C5364-B2.*
3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(F).
4. Denied Reimbursement. The AO may deny reimbursement of any claimed TQSE lodging or meals expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses. See DODFMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. C1305. See GSBICA decisions: 15583-RELO, 14 August 2001, 15818-RELO, 20 May 2002, and 16076-RELO, 27 August 2003.
5. TQSE Method Change
 - a. Before the Travel Authorization/Order is Executed. Changes to the TQSE payment method *before any part of the travel authorization/order (including the HHT) has been executed* is determined at the discretion of the AO after a request by the employee.
 - b. After the Travel Authorization/Order is Executed. Once the employee selects a TQSE method, the selection may not be changed *if the travel authorization/order (including the HHT) has been executed*. See par. C5352-D5c below for an exception based on clerical error.
 - c. Travel Authorization/Order Error. IAW GSBICA 16793-RELO, 23 Jan 2006, changes to the TQSE payment method may be allowed after the travel authorization/order has been executed if a clerical error

was made on the travel authorization/order. GSBCA 16793-RELO states, "As DOD points out in its submission to us, as a general rule, an agency may not retroactively change a travel authorization/order. An exception to this rule exists, however, if there is an error on the face of a travel authorization/order or if all the facts and circumstances surrounding the issuance of an authorization/order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the authorization/order, GSBCA 16437-RELO, 22 Sep 2004.

C5354 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCA 14888-RELO, 10 May 1999).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:
 - a. Remains occupied by the present tenant,
 - b. Requires repairs/alternations that have not been completed, or
 - c. Is under construction. ***NOTE: An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel authorization/order. Further, TQSE authorization for an employee beyond that needed to seek an available private sector residence is inappropriate simply because the employee chooses to have a house built if there is an existing inventory of affordable housing. Also see par. C5364-B2a(2).***
2. The AO may determine that temporary lodging initially occupied that eventually become an employee's permanent private sector housing was temporary lodging for a specific time period after considering:
 - a. Lease duration,
 - b. HHG movement into the lodging,
 - c. Lodging type,
 - d. Expressions of intent,
 - e. Attempts to secure permanent private sector housing, and
 - f. Time length the employee occupied the lodging.

NOTE: See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

C5356 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;
2. A PCS is authorized and the ***new*** PDS is located in CONUS or in a non-foreign OCONUS area. ***The old PDS may be anywhere in the world.;***

3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;
5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as in par. C1057.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:

- a. Are unique to the individual employee and/or dependents,
- b. Are reasonably related to the transfer,
- c. Have been adequately reviewed, and
- d. Justify TQSE payment (FTR §302-6.9).

2. Vacations. *A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).*

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. C4505-B3.)*

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

C5358 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE *may be paid* in addition to:

a. COLA payable under the DSSR (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

c. TLA (see JFTR, Ch 9, Part C) and TLE (see JFTR, Ch 5, Part H) as long as payments cover different expenses. *Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*

2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).*

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*

2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area (DSSR 122.1). See CBCA 798-RELO, 7 November 2007.

3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part O.

SECTION 2: TQSE ACTUAL EXPENSE (TQSE(AE))

C5360 TQSE(AE) OPTION

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

1. \$109 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2007, or
2. PDS locality (not the lodging location) per diem rate <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for temporary lodging occupied in OCONUS localities.

B. AEA. *AEA in Ch 4, Part M may not be authorized/approved for TQSE(AE).*

C5362 AUTHORITY

A. General. The AO, *not the employee*, determines if TQSE(AE) is necessary.

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

1. May be authorized only for the time period determined necessary by the AO, and
2. Authorization is made on a case-by-case basis.

C5364 LIMITATIONS

A. Payment Limitation. *Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.*

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

(1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); (GSBCA 15455 -RELO, 26 June 2001 (<http://www.gsbca.gsa.gov/relo/r1545526.txt>), and GSBCA 16646 -RELO, 8 August 2005 (<http://www.gsbca.gsa.gov/relo/r1664608.txt>)). Also see par. C5354-B1c.

(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

- (4) Sudden illness, injury, or death of the employee or of an immediate family member; and
 - (5) Similar factors.
- b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.
 - c. TQSE(AE) period extensions are not automatic and must be held to a minimum.
 - d. *TQSE(AE) must never be paid for more than a total of 120 days.*

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel regulations.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5354-B1 or C5354-B2 applies, from the date the HHG are delivered.

C5366 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

- 1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS travel authorization/order.
- 2. Must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

B. Temporary Lodging Occupancy Time Period

- 1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.
- 2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:
 - a. Travel between the old and new PDS (actual travel time);
 - b. Necessary official duties such as an intervening TDY assignment/military duty; or
 - c. Non-official necessary interruptions such as hospitalization, approved leave (sick but not annual), or other reasons beyond the employee's control that are acceptable to the AO.
- 3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5366-B2 above:
 - a. The absence period is excluded from the authorized time for temporary lodging occupancy;
 - b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
 - c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

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

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or any dependent occupies permanent private sector housing, or
2. Authorized time period expires,

whichever occurs first.

C5368 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5368-A2 and C5368-A3.
2. Receipts. Receipts are required for:
 - a. Lodging costs paid, showing location, dates, and by whom occupied;
 - b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).
3. Supporting Statement. The supporting statement must include:
 - a. The cost of each meal, for each day, by date, and where and by whom consumed;
 - b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
 - c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

B. Submitting TQSE(AE) Claims. For convenience, AOs may require claimants to use the suggested format, shown in Part H4 for claiming reimbursement and to record actual subsistence expenses.

C5370 PAYMENT

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;

2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
 - a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. C5366);
 - b. A reasonable amount; and
 - c. Substantiated.
3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid. See par. C5352-D4.
 - a. Example 1. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary quarters with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation including required receipts for any individual grocery/meal expense of \$75 or more to determine the appropriate reimbursement. See par. C1310-A2.
 - b. Example 2. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary quarters without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of \$75 or more to determine the appropriate reimbursement. See par. C1310-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);
2. Meals and/or groceries;
3. Fees and tips incident to meals and lodging;
4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), ***NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.***; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the **official** traveler may be reimbursed for additional **lodging** costs the host incurs in accommodating the traveler if the traveler **can** substantiate the costs and the AO determines the costs **are** reasonable. **The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.** See GSBICA 16836-RELO, 5 June 2006. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16836.pdf>. A traveler, who lodges with **a** friend or relative, is authorized the old/new PDS M&IE rate, **if otherwise eligible.**

NOTE: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the "Claim for TQSE," illustrated in Part H4.

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.
2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, **unless** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). See par. C5358 for limitations on duplication of allowances.
3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.
4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.
5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Mobile Home TQSE Reimbursement. TQSE may be paid for temporary use of a mobile dwelling at the old and/or new PDSs. See B-191831, 8 May 1979, B-215055, 7 February 1985, and GSBCA 15289-RELO, 1 February 2001. A mobile home that becomes/is/is to become the permanent residence at the PDS cannot also be used as a temporary residence.

1. Allowable Expenses. Mobile home lot or marina rental space for the mobile home; utilities connection and disconnection costs for electricity, fuel oil, natural gas, sewer, trash, and water service; and mandatory Gov't-assessed fees (i.e., local, state, or federal).
2. Computation Rules. Step 1: Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. Step 2: Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.
 - a. Example 1. The employee claimed \$300 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$200, utilities - \$60, and mandatory Gov't fees - \$40. The actual TQSE daily lodging cost is \$15 (\$300/20 days), which is less than the Standard CONUS lodging rate. The employee is paid \$300 (\$15/day x 20 days) for lodging during the authorized TQSE period.
 - b. Example 2. The employee claimed \$500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$350, utilities - \$90, and mandatory Gov't fees - \$60. The actual TQSE daily lodging is \$12.50 (\$500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid \$375 (\$12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

3. Reimbursement Limitation. The factors below may affect the employee's TQSE reimbursement involving mobile home use.

a. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1 when the mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary quarters) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary quarters expenses. If the employee's primary residence is/is to become the mobile home that is being used as a temporary residence, see par. C5750-B4 and do not pay TQSE.

b. TQSE may be authorized at the new PDS when the mobile home is the temporary residence while the employee is seeking a permanent residence other than the mobile home. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1. Mobile home transportation is limited to the geographic points listed in par. C5260.

C5372 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30- or fewer-day TQSE(AE) period. See Ch 5, Part M for HHT. For example, if an employee is:

a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 or fewer day TQSE(AE) period;

b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30 or fewer day TQSE(AE) period; or

c. Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 or fewer day TQSE(AE) period.

Examples

1. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 60 days TQSE(AE). 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE) period).

First 21 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5372-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. C5364-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5370-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the 2nd 30 days.

NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).

2. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE). 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a house-hunting trip.

4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT(Fixed Amount) is paid under par. C5624-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents. 8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C5392.

NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT ('Lodgings-Plus' Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary lodging was occupied.

6. Initially Authorized a 10-day HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5364-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days.

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

First 20 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:
- a. CONUS. **\$109**, Standard CONUS per diem rate (*effective 1 October 2007*).
 - b. OCONUS (non-foreign OCONUS and foreign areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.
 - c. First 30 Days
 - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
 - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.
 - (3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.
 - (4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$109, \$81.75, \$81.75, and \$54.50, respectively, if the temporary lodging is occupied in CONUS.

- d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:
 - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
 - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.
 - (3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.
 - (4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$81.75, \$54.50, \$54.50, and \$43.60 respectively.

- e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*) the additional days must be computed at the same rates allowed for the second 30-day period in par. C5372-A2d above. ***The total time period for which TQSE(AE) may be paid may never exceed 120 days.***

B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$109) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> when temporary lodging is located OCONUS. *AEA (Ch 5, Part M) may not be authorized/approved for TQSE(AE).*

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$109 (Eff 1 October 2007)				
Employee or Unaccompanied Spouse	\$109	\$109	\$109 x 75%	\$81.75
Accompanying Spouse	\$109 x 75%	\$81.75	\$109 x 50%	\$54.50
Dependent 12 and older	\$109 x 75%	\$81.75	\$109 x 50%	\$54.50
Dependent under 12	\$109 x 50%	\$54.50	\$109 x 40%	\$43.60

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$109 times 5 days (\$545). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$600), TQSE(AE) is limited to \$545. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). ***NOTE: This is true for PCS or TCS travel.***

5. TQSE(AE) Example 4. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. TQSE(AE) Example 5. An employee travels to a new PDS, en route for 5 days. Temporary quarters were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period. See B-247061, 6 May 1992.

7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary quarters were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per

diem rate for the 5 days/4 nights is \$109 (\$70/ \$39) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 times 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodgings would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days. See GSBICA 16430-RELO, 13 October 2004.

SECTION 3: FIXED TQSE (TQSE(F))

C5380 TQSE(F) OPTION

TQSE(F) is a lump sum payment that is *always is based on the PDS location maximum per diem rate*.

C5382 AUTHORITY

- A. General. The AO, *not the employee*, determines if TQSE(F) is to be offered.
- B. Considerations. The following factors must be considered before authorizing TQSE(F):
1. General
 - a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(F) amount, instead of TQSE(AE).
 - b. TQSE(F) may be authorized for the number of days the AO determines necessary, up to 30 days.
 2. Administration Ease. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(F) because receipts and supporting statements are not required.
 3. Cost Considerations
 - a. *TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.*
 - b. *TQSE(F) always is based on the new PDS location maximum per diem rate.*
 4. Employee Choice
 - a. TQSE(F) is based on a specific percentage of the locality per diem rate.
 - b. If the AO offers an employee the TQSE(F) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel authorization.
 - c. 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).
 - d. *If the AO 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 correct the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)*

C5384 LIMITATIONS

- A. Payment Limitation
1. *Under no circumstances may TQSE(F) be paid for more than a total of 30 days.*
 2. *The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.*
 3. TQSE(F) is a lump-sum payment based on the new PDS locality per diem rate in effect when the TQSE(F) offer is accepted by the employee. The lump-sum payment amount is not changed by any PDS per diem rate increase or decrease after the employee accepts the offer.

B. Time Limitation. *The agency cannot impose limitations on when TQSE(F) begins (GSBCA 16267-RELO, 10 December 2003).*

C. Erroneous Advice. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(F) method and was authorized TQSE for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(F)) problem. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days. *The employee may not be paid for the additional twelve days. Erroneous advice provided by GOV'T officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists.* (GSBCA 16437-RELO, 22 September 2004))

C5386 ELIGIBILITY PERIOD

The AO determines what TQSE(F) time period is necessary and authorized for *up to 30 days*.

C5388 RECEIPTS AND SUPPORTING DOCUMENTATION

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

C5390 PAYMENT

If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses, any balance belongs to the employee (GSBCA 16208-RELO, 24 October 2003/GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004).

C5392 COMPUTATION

A. HHT. *The number of days paid or reimbursed for a HHT are not deducted from TQSE(F).* See Ch 5, Part M for HHT.

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

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://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for current per diem rates.*

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum new PDS locality per diem rate (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. *Example: If the new PDS is in a locality at which the per diem rate is \$100, the maximum daily rate = \$75 (based on the daily per diem rate of \$100).*

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate. *Example: If temporary lodging is used at a new PDS locality at which the per diem rate is \$100, the maximum daily rate = \$25 (based on the daily per diem rate of \$100).*

D. 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	$((\$120 \times .75) \times 30) \times 1$	\$2,700
Dependent	\$120	.25	30	4	$((\$120 \times .25) \times 30) \times 4$	\$3,600
					Total TQSE(F) Pmt	\$6,300

E. 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) + \$31 (M&IE) = \$121 total per diem.
- c. Employee percentage = 75%.
- d. Dependent percentage = 25%.
- e. Number of dependents = 4.

2. Employee Calculation

- a. Multiply the maximum per diem rate (\$121) by .75. $\$121 \times .75 = \90.75 .
- b. Multiply the answer in par. C5392-E2a (\$90.75) by the number of days authorized (30). $\$90.75 \times 30 = \$2,722.50$.
- c. In this example, the employee's TQSE(F) payment is **\$2,722.50**.

3. Dependents Calculation

- a. Multiply the maximum per diem rate (\$121) by .25. $\$121 \times .25 = \30.25 .
- b. Multiply the answer in par. C5392-E3a (\$30.25) by the number of days authorized (30). $\$30.25 \times 30 = \907.50 .
- c. In this example, each dependent's TQSE(F) payment is **\$907.50**.
- d. In this example, the four dependents total TQSE(F) payment is **\$3,630**. $4 \times \$907.50 = \$3,630$.

4. Total Payment. In this example the employee's TQSE(F) payment is \$2,722.50 for the employee and \$3,630 for four dependents, for a total TQSE(F) payment of \$6,352.25. $\$2,722.50 + \$3,630 = \$6,352.25$.

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PART I: PET QUARANTINE

C5400 GENERAL

Pet quarantine and/or transportation reimbursement is for PCS moves.

C5405 PET QUARANTINE REIMBURSEMENT

Pet quarantine charges (B-206538, 14 September 1982) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care/or pet transportation expenses are reimbursable due to a PCS under MEA. See pars. C5310-D7 and C5310-D8.

C5410 GENERAL PET INFORMATION

A. GOV'T-funded Transportation Not Authorized. *GOV'T funds are not to be spent to provide pet transportation.*

B. Pet Quarantine Information. The following website may contain useful pet quarantine information:
<http://www.aphis.usda.gov/vs/ncie/pet-info.html> or <http://www.aphis.usda.gov/vs/ncie/exp-pets.html>.

C. U.S. Fish and Wildlife Service Requirements. Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S.

1. Travelers returning to the U.S. with exotic pets prior to transporting the pet(s) or requiring more information should contact the FWS for information at, 1-800-358-2104 or (703) 358-2104.

2. Website address for FWS fact sheet is <http://international.fws.gov/pdf/pe.pdf> and to get an application for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is <http://forms.fws.gov/3-200-46.pdf>.

D. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. *Any costs related to these exclusions are borne by the traveler with no reimbursement authorized.*

1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, or restriction on shipping, host country restrictions, and/or special handling difficulties (FTR §302-16-1).

2. Accompanied baggage and HHG shipment (UB, etc) must not include live animals.

3. TQSA or TQSE – lodging expense incurred for the employee's pet, for example a second hotel room. Adopted from GSBICA 15843-RELO, 24 July 2002.

4. Kennel or boarding fees, for example, the employee paid a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the employee's residence. Adopted from GSBICA 16104-RELO, 19 June 2003.

5. Non-transportation and handling pet related expenses such as boarding fees, inoculations, country entry fees, and examination costs which are necessary to enable an employee to bring a pet to the new PDS. Adopted from GSBICA 16827-RELO, 14 April 2006.

C5415 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED

When the pet shipment is involved with employee and/or dependent transportation, see APP P1, par. 6.

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PART J: DEPENDENT EARLY RETURN

C5450 DEPENDENT EARLY RETURN

A. Transportation

1. General. A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.
2. Excess Costs. Costs in excess of the most economical route from the OCONUS PDS to the employee's actual residence are the employee's personal financial responsibility.
3. Authorization. Early return travel may be authorized when:
 - a. An employee is eligible for return transportation after completing the PDS service period agreement in par. C5570-B a or APP Q. See pars C5570-C4, C5570-C5, C5570-C6, C5570-C7, or C5570-C8., for exceptions to the PDS service period agreement; *or*
 - b. The OCONUS command determines that it is in the GOV'T's best interest to return the dependent for reasons of a humanitarian/compassionate nature. Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

B. Reimbursement

1. When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. C5450-A3, transportation expenses are the employee's personal financial responsibility.
2. When the employee is eligible for return travel reimbursement is allowed for travel expenses up to the cost of the dependent travel by the most economical route (including policy-constructed airfare (see APP A) when contract city-pair airfares are not available) from the OCONUS PDS to the actual residence.
3. Reimbursement must not exceed the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.
4. If available, GOV'T transportation must be used for dependent early return travel,
5. See Ch 2 for transportation modes, accommodations, transportation requests, baggage, and mileage rates ICW dependent early return travel.
6. See par. C1310 for receipt requirements.

C. Limitations

1. A dependent's early return travel under par. C5450-A or C5450-B must not be authorized more than once during each agreed period of OCONUS service.
2. A dependent's return travel at GOV'T expense to the OCONUS PDS is not authorized *except* when incident to the employee's RAT. See par. C5545.
3. A dependent's early return transportation expenses to the OCONUS PDS are reimbursable when an employee:
 - a. Completes an agreed to period of service,

- b. Has received unaccompanied one-way dependent transportation to the actual residence, and
 - c. Has RAT at a later date.
4. Reimbursement must not exceed the GOV'T's cost for the usual transportation mode and route that would have been used had the dependent traveled back to the OCONUS PDS with the employee.
5. See par. C1310 for receipt requirements.

D. Return of Former Spouse and/or Other Dependent (FTR § 302-3.227). Reimbursement for return travel and transportation allowances to the actual residence (see APP A) is authorized:

- 1. Anywhere in the world for an employee's former spouse and/or former dependent who traveled to the employee's OCONUS PDS as a dependent at GOV'T expense.
- 2. Reimbursement is authorized if, because of divorce/annulment, an individual is no longer a dependent when the employee is eligible for return travel.
- 3. Travel must begin before the end of the employee's current tour of duty.
- 4. If an employee is serving under a 1-year, 2-year or 3-year tour agreement, travel for a former dependent must begin before the end of the 1-year, 2-year or 3-year tour during which the divorce/annulment was finalized.
- 5. If the employee is serving under an administrative tour extension, travel for a former dependent must begin before the end of the administrative extension in effect during which the divorce/annulment was finalized.

PART K: RENEWAL AGREEMENT TRAVEL (RAT)

C5500 GENERAL

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

NOTE: *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty (see par. C5570-C and APP Q for prescribed tours of duty), and
2. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location (see pars. C5536-A, C5536-B, and C5536-C) and return and any additional cost paid by the GOV'T as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

C5506 EMPLOYEE STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a post of duty in Alaska or Hawai'i under a written service agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in Alaska or Hawai'i.

C5509 EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DOD Component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DOD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill remote area positions.
3. DOD Component regulations must prescribe criteria and guidelines to determine the need for RAT.

4. The DOD Component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. *An employee must be advised in writing of this limitation.*

NOTE: *The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.*

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT. See par. C5506. *See par. C2203 regarding the mandatory use of CTOs for transportation arrangements.* See par. C5530 for per diem.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation, or
2. Is going to be involved in a RIF, or
3. Has a removal action pending, or
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

NOTE: *Delay may not be imposed on a DODEA teacher.*

1. General
 - a. RAT at GOV'T expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.
 - b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.
 - c. RAT ordinarily is performed between OCONUS tours of duty. See par. C5572-C2. Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel regulations.
2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if
 - a. The employee is engaged on a project that is scheduled for completion within a reasonable time.

- b. There is a temporary personnel shortage, or
- c. For other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned. See par. C5570-C1. In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

- a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
- b. 12 months.

4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation. See par. C5570-C1e.

5. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by a OCONUS Service Limitation

Example

An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or with dependents. A dependent may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers. See par. C5542.

C5521 RENEWAL AGREEMENT TRAVEL (RAT) NON-CUMULATIVE

RAT is to be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement (35 Comp. Gen. 101 (1955)). *RAT authorization is not cumulative from one period of service to another if not used.*

C5524 BAGGAGE TRANSPORTATION

See par. C2305 for allowed baggage transportation.

C5527 HOUSEHOLD GOODS (HHG) STORAGE IN TRANSIT (SIT)

See par. C5190 for up to 90 days of HHG storage in transit.

C5530 PER DIEM

A. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. *No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty.* However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route *directly* between old and new OCONUS duty stations. See par. C5512 for allowable travel and transportation allowances.

NOTE: *AEA in JTR, Ch 4, Part M, or APP O, par. T4040-A1d, may not be authorized/approved for RAT/PCS travel.*

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to RAT:

Renewal Agreement Travel			
NOTE: See http://perdiem.hqda.pentagon.mil-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
3. The employee is authorized per diem since actual time exceeds 12 hours. See. C5060-G1a(2).			
4. Maximum per diem rate at time of travel \$109 (\$70/ \$39). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$39 (M&IE) =	\$29.25
	9/2- 9/30	No per diem	0.00
	10/1 – 10/2	75% x \$39 (&IE) =	\$29.25
Total Reimbursement			\$58.50
6. Par. C5060-G1a(2) applies and the destination M&IE rate (\$39) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem. See par. C5060-G1c(2).			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

The leave regulations of the separate departments and DOD component apply regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DOD Education Activity. See par. C5542.

C5536 ALTERNATE DESTINATION

A. Authorization

1. An employee/dependents is/are authorized to perform RAT to a destination (other than the employee's actual residence) in:
 - a. A CONUS/non-foreign OCONUS location, or
 - b. The country of the employee's actual residence.
2. Either destination listed above is an official travel destination.
3. Contract city-pair airfares may be available for use. *If the employee/dependent(s) travel to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination and the employee is financially responsible for any excess cost.*
4. The policy-constructed airfare (see APP A) is to be used for constructed cost purposes (see APP P, Part I-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

1. Example 1

Employee's PDS is Germany. The actual residence is Ames, IA.	
There is no city-pair airfare to Ames, IA. The policy-constructed airfare (incorporating some city-pair airfare connections) =	\$1,200
Employee desires to utilize RAT to Boston, MA.	
City-pair airfare to Boston =	\$1,400
Least expensive non-city-pair coach airfare to Boston, MA =	\$2,000
Since the city-pair airfare cost to Boston, MA, is more expensive than the policy-constructed airfare to Ames, IA, the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$2,000 - \$1,200 = \$800).	
Employee's Financial Responsibility	\$ 800

2. Example 2

Employee's PDS is Germany. The actual residence is Washington, DC.	
City-pair airfare to Washington, DC =	\$980
Employee desires to utilize RAT to St. Louis, MO.	
City-pair airfare to St. Louis, MO =	\$840
Since the city-pair airfare to St. Louis, MO, is less expensive than the city-pair fare to the actual residence in Washington, DC, the employee is authorized to use the city-pair airfare to St. Louis (\$840) NTE the \$980 cost to HOR.	
Employee's Financial Responsibility	\$ 0.00

C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

D. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. Does not meet the conditions in par. C5542,

2. Is merely routed through the country of actual residence en route to another country, or
3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the travel authorization/order,
2. Omitted from the travel authorization/order may be later added to the travel authorization as an amendment, or
3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination must not exceed the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

C5539 LIMITATIONS

A. Household Goods (HHG). There is no authority (ICW RAT) for HHG transportation except with regard to necessary accompanied baggage. See par. C2305. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior authorization/order that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. See par. C5518 for an unaccompanied dependent's travel and transportation authority.

C. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

D. Duplicate Eligibility. *Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).*

E. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

C5542 DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM TEACHER

A. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General

- a. A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.
- b. Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.
- c. Par. C5518 (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.

d. The exceptions in par. C4164-A may be authorized/approved during a period of continuous service as provided in pars. C5542-B2 and C5542-B3.

2. Reassignment at Management's Request

a. Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.

b. The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.

c. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

d. The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

3. Attendance at an Accredited College/University

a. When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:

- (1) Under an agreement to attend an accredited college/university,
- (2) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoD Education Activity, or
- (3) Pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
- (4) Attending courses that are required for continued certification in the teacher's home State.

b. The renewal agreement is signed before leaving the OCONUS area.

c. The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

d. When a teacher travels at GOV'T expense to a CONUS/non-foreign OCONUS location to attend a course of study but cannot prove satisfactory:

- (1) Course(s) completion, or
- (2) Reasons for not completing the course(s),

the teacher is financially responsible for travel costs paid for by the GOV'T.

e. A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. C5542-A begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

- a. Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,
- b. Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and
- c. Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:
 - (1) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
 - (2) Evidence that the course of study is not feasible through other means,
 - (3) Proof/acceptance of the course of study, and
 - (4) Information regarding successful course completion.

5. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. See personnel regulations regarding pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

C. HHG Storage between School Years. See par. C5195-C.

1. Conditions. See par. C5195-C for HHG storage between school years.
2. In Addition to Storage in Transit (SIT). Authority for storage between school years (see par. C5195-C) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.
3. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*
4. Administrative Arrangements
 - a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.
 - b. The transportation officer is responsible for storage arrangements.
 - c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.
5. Indebtedness Notification. Appropriate financial regulations address indebtedness and appropriate notification so that collection action can be taken.
6. Consecutive School Terms in Different Locations
 - a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for shipment to the new PDS.
 - b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.
 - c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

C5545 DEPENDENT TRANSPORTATION

A. When Authorized

1. Dependent transportation may be authorized ICW the employee's RAT.
2. Subject to the conditions in Ch 5, Part K, the dependent transportation costs must not exceed the GOV'T's cost for transportation to the employee's authorized destination.
3. In these cases, dependent transportation may be as provided in par. C5545.

B. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

1. Traveled to the OCONUS PDS within the prescribed 2 year limit, or
2. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement,

C. Authorization Limitations. A dependent:

1. At the OCONUS PDS may:
 - a. Accompany the employee, and/or
 - b. Travel before/after the employee ***but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.***
2. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.
3. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.
4. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.
5. ***May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).***

D. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remained at the old OCONUS PDS is authorized to travel from the old to the new PDS.

E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. When the employee:

1. And dependents travel to the actual residence for leave before beginning a new OCONUS tour, and
2. performs TDY or attends a training course after the leave but before returning to the OCONUS PDS,

the dependents may return to the OCONUS PDS after the leave.

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SECTION 1: GENERAL

C5550 SERVICE AGREEMENT

A. General (FTR, §302-2.12)

1. A service agreement is a written agreement between the employee and the employee's agency, signed by the employee and agency representative, stating that the employee agrees to remain in GOV'T service for a period of time specified in par. C5570-B, after the employee has relocated.
2. All or a portion of these travel and transportation allowances may be lost under certain conditions. See par. C5576.
3. Agreement forms, their preparation and disposition are in par. C5562.

B. Failure to Sign a Service Agreement (FTR, §302-2.17). If an employee fails to sign a service agreement, the GOV'T is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

C. Initial Agreement. An initial agreement establishes eligibility for an employee's travel and transportation allowances, the employee's dependents, and HHG.

D. Renewal Agreement. A renewal agreement establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any HHG transportation authority.

E. Appointment/Transfer to an OCONUS Position

1. The employee agrees to complete a prescribed tour of duty at the OCONUS PDS for return travel and transportation allowances.
2. Completion of the specified tour of duty establishes travel and transportation allowance eligibility and does not terminate the employee's employment.
3. This agreement may be an initial agreement or a renewal agreement.

F. More than One Service Agreement (FTR, §302-2.19). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

G. Subsequent Service Agreements (FTR, §302-2.18). Service agreements that are already in effect cannot be voided by subsequent service agreements.

C5552 PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT

A. General. Agreements must be negotiated by personnel designated by the component concerned.

B. Designated Personnel. For all components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
2. Any civilian personnel office employee 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.

C5554 ACTUAL RESIDENCE (FTR, §302-2.15)

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

C5556 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees)

1. Authorized transportation to the first PDS must be from the appointee's actual residence at the time of selection/assignment.
2. The actual residence is the location at which the appointee lived before selection for the appointment/assignment.
3. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.
4. Whether the college location at which a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

1. General

- a. Actual residence must be determined when an individual is initially appointed/transferred to an OCONUS PDS.
- b. The GOV'T's obligation for travel and transportation allowances for travel to:
 - (1) An OCONUS PDS upon assignment,
 - (2) Round trip travel and transportation allowances under a renewal agreement, or
 - (3) Return travel and transportation allowances for separation

is limited to movement to/from an employee's actual residence at the time of assignment to OCONUS duty.

- c. If, at the time of appointment, the employee is in the OCONUS area temporarily (e.g., as a tourist), the employee subsequently may be eligible for return travel and transportation allowances or RAT.
- d. Eligibility for travel and transportation allowances is determined by actual residence designation, based on factual circumstances of each case.
- e. Before an agreement is negotiated, the employment office must state the actual residence in the agreement.
- f. The actual residence shown in an initial service agreement and the renewal agreement must be the same unless the initial agreement was incorrect. In that event, the correct actual residence must be determined, explained, and stated in the renewal agreement.

2. Consideration Factors

- a. Ordinarily, the actual residence is the:

- (1) Fixed residence where dependents and HHG are maintained at the time of an individual's appointment/transfer to an OCONUS position, and/or
 - (2) Place from which transferred or appointed.
- b. The desire of an appointee/employee to specify an unjustifiable location as actual residence to:
- (1) Establish residence at a certain location, or
 - (2) Visit a certain location,
- must not be a basis for designating that place as the actual residence for travel and transportation allowances purposes.
- c. All facts concerning the employee's residence, before assignment to OCONUS duty, must be considered carefully, including:
- (1) Home ownership;
 - (2) Previous residence;
 - (3) Temporary employment in city from which recruited;
 - (4) Employment requiring residence apart from the family;
 - (5) The employee's voting residence; and
 - (6) The jurisdiction(s) to which the employee pays taxes.
- d. Additional factors, in the case of a local hire, are:
- (1) The length of absence from the claimed place of residence;
 - (2) The reasons for such absence; and
 - (3) Whether a residence has been maintained to which the individual expects to return.
- e. Actual residence in a CONUS/Non-foreign OCONUS area could be negated when the individual has:
- (1) Established residence locally OCONUS,
 - (2) Participated in local elections, or
 - (3) Obtained waiver of U.S. tax liability based on foreign residence (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)).

The conditions in par. C5566 are also used in determining actual residence in the CONUS/non-foreign OCONUS area.

3. Documentation. Actual residence documentation must be in the employee's official personnel folder.

4. Change in Actual Residence

- a. When actual residence is determined IAW par. C5556-B2, a change:
 - (1) Is not authorized during a continuous period of OCONUS service, and

(2) May not be approved except in case of an error. (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)).

b. Errors must be corrected in the agreement to show the employee's correct actual residence.

C5558 SERVICE AGREEMENT REQUIREMENTS (FTR §302-2.100(e); 2.100(f))

Agreement requirements are premised on the employee's status as outlined in the following table:

Situation	Agreement
1. Individual locally employed initially by DOD at an OCONUS PDS who does not meet service agreement eligibility conditions (par. C5566).	1. No service agreement requirement
2. Individuals locally employed initially by DOD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5566).	2. Service agreement required for tour of duty applicable to the OCONUS PDS at which employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Individual locally employed initially by DOD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5566) and OCONUS prior service credit requirements (par. C5570-C3).	3. Service agreement required to serve for 12 months from date of employment, or a time period which, when added to immediate prior period of civilian/military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. DOD employee at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DOD component within the same or a different OCONUS geographical locality (par. C5570-C3).	4. Service agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the tour of duty at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by DOD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DOD component).	5. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.
6. Employee initially hired locally by DOD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DOD component) (par. C5570-C3).	6. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the tour of duty at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
7. DOD employee at an OCONUS PDS who is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DOD component). See par. C5570-C4.	<p>7. The current service agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for PCS allowance authorization to the new PDS. A release from the tour of duty requirement for the GOV'T's convenience without penalty provisions (par. C5574) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment/transfer. Unless released from the tour of duty requirement, failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</p> <p><u>Example 1.</u> If the employee completes the initial service agreement (x) but fails to complete the 12 months service agreement (y) then they may be indebted for the PCS expense to the new PDS based on failure to complete the 12 month agreement not on failure to complete the initial agreement (x). Employee was under 36 month initial agreement (x) & completes 30 months service prior to another PCS move. New 12 months service agreement (y) is signed to cover PCS costs of this second PCS move. Employee completes 40 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as they served only 10 of the 12 months service agreement (y) but did complete the initial service agreement (x).</p> <p><u>Example 2.</u> If the employee fails to complete both the initial agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Employee was under 24 month initial agreement & completes 13 months service prior to PCS move. New 12 months service agreement (y) is signed to cover PCS cost of this second PCS move. Employee completes 20 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as well as return to CONUS if appropriate for failure to complete both service agreements.</p>
8. DOD employee at an OCONUS PDS who completes a prescribed tour of duty, does not perform RAT (par. C5075), and is transferred to a new PDS in the same OCONUS geographical locality within the same DOD component.	8. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The service agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.

<p>9. A DOD employee at an OCONUS PDS, who completes a prescribed tour of duty, does not perform RAT (par. C5075), and is transferred to a new PDS in a different OCONUS geographical locality within the same DOD component.</p>	<p>9. Service agreement required to serve the tour of duty in (a) or (b), whichever is greater:</p> <p>(a) 12 months from the date of reporting for duty at the new PDS or</p> <p>(b) The prescribed initial/renewal tour of duty, as applicable, at the new PDS less the tour of duty served at the old PDS. (If the current tour at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the current tour at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.)</p> <p><u>Example 1:</u> An employee completed 18 months of the initial tour at the old PDS. The initial tour at the new PDS is 36 months. An agreement to serve 18 months is required from the date of reporting for duty at the new PDS since the initial tour at the new PDS (36 months) less the tour of duty at the old PDS (18 months) is 18 months.</p> <p><u>Example 2:</u> An employee completed 18 months of a renewal tour at the old PDS. The renewal tour at the new PDS is 24 months. An agreement to serve 12 months is required at the new PDS since the renewal tour at the new PDS (24 months) less the tour of duty served at the old PDS (18 months) is only 6 months.</p> <p>If the tour of duty at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.</p> <p>The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>10. A DOD employee at an OCONUS PDS who completes the prescribed tour of duty, performs RAT (Ch 5, Part K), and returns to the same or a different OCONUS PDS (within the same or to a different DOD component).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. See par. C5570-C1.</p>
<p>11. A DOD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to the actual residence in CONUS for separation from GOV'T service.</p> <p><i>NOTE: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from GOV'T service) and returning to the employee's actual residence or an alternate location. Separation travel also applies when an employee is separating from an OCONUS activity to continue in GOV'T service at the location of the employee's actual residence or at a different location. See situation #12.</i></p>	<p>11. No service agreement requirement. The employee is authorized separation travel to the actual residence. Separation travel includes (1) transportation for the employee and dependents to the actual residence, (2) per diem for the employee only (3) shipment for the employee's HHG from the OCONUS PDS to the actual residence and SIT (4) drayage for HHG from NTS to the actual residence, (5) return shipment of the employee's POV from the OCONUS PDS to the port/VPC serving the employee's actual residence (6) allowances for POV delivery to the POV port facility/VPC from the old PDS/POV pick up from the POV port facility/VPC to the actual residence if the employee makes a separate trip for that purpose. See par. C5085.</p>
<p>12. A DOD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to CONUS where the employee is employed without a break in service with the same or another DOD component.</p>	<p>12a. No service agreement requirement if the gaining activity does not authorize PCS allowances. In such case the employee is authorized allowances limited to separation travel allowances to the actual residence. See item 11 above for what is included in separation allowances.</p> <p>12b. Service agreement required to serve for 12 months in GOV'T service from the date of reporting for duty at the new PDS if the gaining activity authorizes PCS allowances. In such case the employee is authorized separation travel allowances and PCS allowances. The separation allowances are described in item 11. The PCS allowances include: (1) transportation (in addition to transportation provided under separation travel) required to move the employee, dependents, HHG and POV to the new PDS, (2) Per diem for the employee and dependents (3) MEA, (4) Real Estate allowances if the employee is eligible, (5) a House hunting Trip if authorized by the gaining activity (if the employee is eligible – see par. C5602) and (6) TQSE if authorized by the gaining activity - see par. C5070.</p>

C5560 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION

A. Transportation and Storage. A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations.

B. Record Maintenance. Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C5562 SERVICE AGREEMENT PREPARATION AND DISPOSITION

- A. General. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.
- B. Preparation and Disposition
1. The signed service agreement or a faxed copy of the signed service agreement is:
 - a. Placed in the employee's personnel folder, or
 - b. As otherwise directed in appropriate personnel directives,and the employee is furnished a copy of the signed original.
 2. The provisions of par. C5556 apply when determining the actual residence.
 3. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within CONUS), are available through the Washington Headquarters Service DOD Forms Program at: <http://www.dtic.mil/whs/directives/>.
- C. Service Agreement for OCONUS Employees other than School Teachers. DD Form 1617 (DOD Service Agreement - Transfer of Civilian Employees OCONUS), is used ICW:
1. An employee transferred/assigned to an OCONUS PDS,
 2. New appointees appointed to OCONUS positions (see par. C5080-B3 concerning appointments and assignments to the first PDS),
 3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and
 4. Return transportation of eligible OCONUS local hires.
- D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616). This form is
1. Used ICW travel of DODEA teachers, and
 2. Available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: <http://www.dior.whs.mil/>.
- E. DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618). This form is used ICW civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

SECTION 3: RENEWAL AGREEMENT

C5568 RENEWAL AGREEMENT NEGOTIATION

A. General. A renewal agreement is negotiated with an employee who has an:

1. Initial agreement when the prescribed tour of duty at an OCONUS PDS is satisfactorily completed, and
2. Actual residence outside the geographical employment locality.

For additional conditions concerning DODEA teachers, see par. C5542.

B. Married Employees

1. Except as in par. C5568-C, when a husband and wife couple are both GOV'T employees in the same OCONUS locality, a renewal agreement is negotiated either with:
 - a. Each separately (if this option is elected, the other employee may not be treated as a spouse and other dependents may not benefit twice); or
 - b. One as head of the household and the other treated as a spouse.
2. The couple must elect either par. C5568-B1a or C5568-B1b in a writing signed by both husband and wife.
3. A copy is filed in each employee's personnel folder.
4. An employee who elects travel and transportation allowances as a spouse under par. C5568-B1b does not forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement.
5. When spouses have independently earned travel and transportation allowances and elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal GOV'T, the still-employed spouse may:
 - a. Revert to the agreement in force prior to the election, and
 - b. Negotiate RAT, if otherwise eligible.
6. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. C5515 or with locally-hired individuals in pars. C5568-C2 and C5568-C3.
2. Locally Hired Married Employee. A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:
 - a. Uniformed Services Member,
 - b. State Department Foreign Service Member ,
 - c. Private individual,

- d. Employee of a private individual, or
- e. Non-Federal organization employee.

3. Locally Hired Employee Unmarried and under Age 21. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

- a. Uniformed Services Member,
- b. State Department Foreign Service Member,
- c. Federal GOV'T civilian employee,
- d. Private individual,
- e. Employee of a private individual, or
- f. Non-Federal organization employee.

SECTION 4: TOUR OF DUTY REQUIREMENTS

C5570 TOUR OF DUTY REQUIREMENT

A. General. An employee must complete a minimum period of service when transferred to any PDS or when performing RAT.

B. Minimum Periods of Service

1. CONUS Transfer. A tour of duty not less than 12 months following the effective date of transfer.
2. OCONUS Transfer. An agreed-upon tour of duty not more than 36 months nor less than 12 months following the effective date of transfer.
3. First PDS Appointment. A tour of duty not less than 12 months following the effective date of transfer ICW appointment/assignment to a first PDS in a CONUS/non-foreign OCONUS area.
4. DODEA Teachers. A tour of duty not less than one school year, as determined under 20 USC, Chapter 25.
5. RAT. A tour of duty not less than 12 months from the return date to the same/different OCONUS PDS.

C. OCONUS

1. Tour of Duty

- a. Tours of duty established by PDUSD (P&R) for DOD civilian employees in OCONUS localities are uniform within each area to the fullest practicable extent.
- b. Standard tours of duty are 36 months under initial agreements, and 24 months under renewal agreements.
- c. Exceptions to the standard tours of duty are in APP Q, pars. A, B, C and D.
- d. APP Q, par. E provides instructions for requesting a change in tours of duty.
- e. Initial agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed in APP Q (e.g., the initial agreement and renewal agreement tour length are both 18 months for Greenland).

2. Administratively Reduced Tours

- a. A 24-month tour of duty may be administratively reduced by 2 months for an employee signing a renewal agreement to serve an additional tour of duty at the same/another post.
- b. A 36-month tour of duty may be reduced up to 6 months to begin RAT, provided that the renewal agreement is for duty in a 24-month tour of duty area.
- c. Except as provided in par. C5570-C2d, when an agreed tour of duty of 24 or 36 months is administratively reduced, the tour of duty under a renewal agreement must be increased by the length of the reduction.

Use of these reduced tours of duty is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for an employee having dependents attending school OCONUS.

c. Administratively Extended Tours of Duty

- (1) A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.
- (2) Except as in par. C5570-C2d, the length of the renewal tour of duty must be equal to 24 months minus the tour of duty completed under the initial agreement extension, or 12 months, whichever is greater.
- (3) A DOD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.
- (4) Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.
- (5) The employee and the DOD component authority must sign the initial agreement extension. See B-199643, 30 September 1981.

d. Length of Renewal Tour of Duty for an Employee Subject to the 5-Year OCONUS Limitation

- (1) When an initial 36-month agreement is reduced (up to 6 months) for an employee subject to the 5-year OCONUS limitation, provided the renewal agreement must prescribe a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave (incident to the renewal agreement) equals 60 months; and
- (2) A 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour of duty, provided the employee serves at least 12 months after returning to the OCONUS area.
- (3) The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:
 - (a) Tour of duty completed under an initial agreement;
 - (b) Tour of duty completed under the extension of the initial agreement, and
 - (c) Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

e. Employee Released from 5-Year OCONUS Limitation

- (1) If the 5-year OCONUS limitation is extended so the employee can perform RAT following completion of the initial tour of duty *and* an initial tour extension (example: 36 month initial tour of duty plus 15 month extension), the length of the renewal tour of duty is determined in par. C5570-C2c.
- (2) The renewal tour of duty must be equal to 24 months minus the time completed under the initial tour extension (example: 15 months), or 12 months, whichever is greater. In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.

f. Employee Serves Additional Tour(s) of Duty after the 5-Year OCONUS Limitation

- (1) The length of renewal tour(s) of duty served after the 5-year limitation is determined in pars. C5570-C2 and C5570-C2c, except that a 12 month renewal tour of duty may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same/another post (37 Comp. Gen. 62 (1957)).

Part L: Service Agreements/Section 4: Tour of Duty Requirements

(2) DOD component policies on OCONUS extensions beyond 5 years must be applied in conjunction with pars. C5570-C2e and C5570-C2F.

3. Tour of Duty Areas. See APP Q for tours of duty, and information on requests to establish other than standard tours of duty.

4. Credit for Prior Service. The following personnel must serve the employing DOD component for 1 year (1 school year for DODEA teachers) from the employment date of the service agreement or a time period which, when added to their immediate prior civilian/military service before signing the agreement, totals the prescribed area tour of duty, whichever is greater. See par. C5572-C1 for when tour of duty begins.

- a. An employee appointed by transfer from another GOV'T agency whose immediate prior service has been in an OCONUS area and who transfer without performing RAT;
- b. A military member who separates locally and accept GOV'T employment, and with whom an agreement is negotiated;
- c. A GOV'T contractor employee who separates locally to accept GOV'T employment and with whom an agreement is negotiated;
- d. A locally hired dependent of a military member/civilian employee with whom an agreement was negotiated;
- e. An employee of an international organization in which the U. S. GOV'T participates, who is separated OCONUS to accept DOD employment and with whom an agreement is negotiated;
- f. A non-appropriated fund employee who separates OCONUS to accept other DOD employment and with whom an agreement is negotiated under the conditions in par. C5566-E2a(2); and
- g. An individual reemployed from a priority placement list with whom an agreement is negotiated as in par. C5566-E2a(3).

5. Reassignment/Transfer in Same Geographical Locality

a. PCS Costs Not Incurred

(1) When an employee:

- (a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, *and*
- (b) Does not complete the tour of duty, *and*
- (c) Incurs *no* PCS costs,

the tour of duty, specified in the service agreement at the time of reassignment/transfer, continues in effect.

(2) At the end of the tour of duty, the employee is eligible for:

- (a) Return travel and transportation allowances for separation, or
- (b) Renewal agreement negotiation,

regardless of how long the employee has served the activity to which reassigned/transferred. See par. C5558, situation 7.

b. PCS Costs Incurred

(1) When an employee:

- (a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, *and*
- (b) Does not complete the tour of duty, *and*
- (c) At the time of reassignment/transfer, has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS, *and*
- (d) Incurs PCS costs,

a new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS.

(2) The tour of duty specified in the service agreement at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

6. Reassignment to Different OCONUS Geographical Locality

a. With No Service Agreement. An employee:

- (1) At an OCONUS PDS without a service agreement,
- (2) Who is reassigned within a DOD component/transferred to another DOD component, to a different OCONUS geographical locality

is required to negotiate a service agreement for the full tour of duty prescribed for the new PDS.

b. With a Service Agreement

(1) When an employee:

- (a) Is serving under a service agreement at an OCONUS PDS, *and*
- (b) Is reassigned within a DOD component/transferred to another DOD component, in a different OCONUS geographical locality, *and*
- (c) Does not complete the tour of duty,

credit is given for service completed at the old PDS.

(2) A new agreement is required with:

- (a) A new 12-month tour of duty, or
- (b) The difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater. See par. C5075.

(3) The new agreement concerns PCS allowances:

- (a) To the new PDS, and

Part L: Service Agreements/Section 4: Tour of Duty Requirements

(b) Any additional separation travel and transportation allowances from, the new PDS.

(4) The service agreement tour of duty at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal agreement negotiation.

(5) Before performing RAT, a renewal agreement to serve a tour of duty applicable to the new PDS area must be signed.

7. Employee Not Needed for Full Tour of Duty

a. When it is known in advance that an employee is not needed for the full OCONUS tour of duty, employment may be for a lesser period without affecting travel and transportation allowances to the OCONUS PDS, and return, for the purpose of separation (26 Comp. Gen. 488 (1947)).

b. The agreement must prescribe a 12 month tour of duty IAW 5 USC §5722.

c. Employment may be terminated when the employee's services are no longer needed.

8. Effect of Increased/Decreased Tour of Duty

a. Increased Tour of Duty. When an OCONUS area's tour of duty is increased:

(1) The tour of duty specified in a currently assigned employee's service agreement governs, and

(2) The increased tour of duty only affects any employee who executes an agreement after the date the increased tour of duty is approved.

b. Decreased Tour of Duty. If a tour of duty is decreased, the shorter tour of duty applies to any currently assigned employee whose service agreement provide for a longer tour of duty.

C5572 STARTING TOUR OF DUTY

A. Transfer to and within CONUS. A tour of duty ICW transfers to/between CONUS PDSs begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty ICW a first PDS appointment in the U.S., begins on the date the appointee reports for duty at the PDS.

C. OCONUS Agreements

1. Initial Agreements

a. Individuals Recruited Outside the Geographical Locality of the OCONUS Activity. The tour of duty begins on the date the individual reports at the OCONUS activity.

b. Individuals Recruited Locally. The tour of duty begins on the date the individual begins duty.

c. Locally Hired Married Individuals in the Circumstances Described in Par. C5566-E2a(4). The tour of duty begins on the date the individual executes an agreement.

2. Renewal Agreement. The tour of duty, under a renewal agreement, begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/ approved to be performed within a tour of duty. See par. C5515-B.

C5574 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY

A. General. An employee, serving under a service agreement at any PDS, may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DOD component. Except as provided in par. C5574-C, the commanding officer/designee at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Tour of Duty Requirements

1. General. Examples of acceptable reasons for release from tour of duty requirements include:

- a. Illness not induced by misconduct;
- b. Enlistment/call to active duty in the Armed Forces;
- c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty;
- d. Release for the GOV'T's convenience (e.g., separation because of physical/mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned); ***NOTE: An employee separated because of illness induced by misconduct or because of misconduct is not separated for the GOV'T's convenience.***
- e. Separation as a result of reduction in force;
- f. See par. C5570-C6 when employee's services not required for entire tour of duty period.

2. OCONUS. In addition to the examples listed in par. C5574-B1, the following are acceptable reasons for an ***OCONUS employee***:

- a. The employee's immediate presence is required in the geographical locality in which actual residence is located because of an unforeseen emergency;
- b. Completion of the agreed tour of duty would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness/death in the immediate family, imminent breakup of the family group. ***NOTE: Falsification of facts ICW employment is not a reason beyond the employee's control.;*** or
- c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in quarters allowance payment which may be reduced for other reasons.

C. Transfer to Other Departments/Agencies

1. Except as indicated in par. C5005-C, an employee, serving under a service agreement who transfers to another DOD component/GOV'T agency, must be released from the tour of duty requirement specified in the employee's current agreement.
2. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.
3. The employee must continue in GOV'T service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

D. Verification. The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

SECTION 5: AGREEMENT VIOLATION

C5576 AGREEMENT VIOLATION

- A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.
- B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part.
- C. Agreement Violation. A violation includes failure to:
1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);
 2. Report for duty;
 3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;
 4. Use travel and transportation allowances within a reasonable time after separation.

C5578 AGREEMENT VIOLATION PENALTIES (FTR, §302-2.14)

An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and that are acceptable to the Service/Agency) must reimburse the GOV'T all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. C5584 and C5586 for agreement violations.

C5580 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21; or
2. Duplication of travel and transportation allowances under separate statutes.

C5582 RESPONSIBILITIES

A. Employee. An employee:

1. Is responsible for reporting to the designated PDS,
2. Who:
 - a. Does not arrive at the new PDS, or
 - b. Upon arrival at the new PDS refuses to perform the mission, or
 - c. Resigns

is financially liable to reimburse the GOV'T for the PDT allowances paid by the GOV'T, and

3. May be indebted to the GOV'T for travel and transportation expenses under other circumstances in this Part.

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;
2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and
3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer

1. Travel and Transportation Allowances Determination

- a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.
- b. Determination must be made prior to processing the employee's separation.
- c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

- a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.
- b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.
- c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the GOV'T, the officer must immediately initiate collection IAW appropriate finance directives.

C5584 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the GOV'T's interest; or
2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the GOV'T for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. Example 1. An employee at PDS A is required to serve 12 months.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. After serving 4 months at PDS B, the employee resigns.
 - c. Under these conditions, the employee is indebted to the GOV'T for the travel and transportation allowances and cost paid by the GOV'T ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.
2. Example 2. An employee at PDS A signs a 12-month service agreement.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. The employee serves 7 months at PDS B and then resigns.
 - c. The total service at PDSs A and B is 13 months.
 - d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.
 - e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

C5586 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

A. Violation during the First Year of Service under an Initial Service Agreement

1. An OCONUS employee, who leaves GOV'T service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the GOV'T for travel and transportation allowances and costs associated with the move to that PDS (see par. C5578) of:
 - a. The employee;
 - b. The employee's dependents;
 - c. HHG including SIT and NTS of HHG;
 - d. A POV; and
 - e. A mobile home.
2. Return travel becomes the employee's financial responsibility.
3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See B-184948, 18 November 1975.
4. Pars. C5586-A and C5586-B apply to each OCONUS employee.
5. Additional penalty conditions in par. C5586-D apply to a DODEA teacher.

Part L: Service Agreements/Section 5: Agreement Violation

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons *unacceptable* to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, *except* for charges for NTS of HHG incurred after the end of the first year.
2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.
3. Is *not* authorized to return POV transportation.
4. May *not* be provided GOV'T funded commercial transportation.
5. Who has insufficient funds, may be authorized repatriation transportation in par. C7250.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:

- a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;
- b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;
- c. HHG transportation (including SIT) from the former PDS to the last PDS;
- d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and
- e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

- a. The employee is authorized:
 - (1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.
 - (2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.
 - (3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from GOV'T service.
- b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.
- c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.

Part L: Service Agreements/Section 5: Agreement Violation

- d. If the amount available to be applied to these costs equals/exceeds the costs, the GOV'T may procure and pay for such transportation in full.
- e. If the amount available is less than the cost, the GOV'T may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.
- f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.
- g. Additional penalty conditions for DODEA teachers are in par. C5586-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

- a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:
 - (1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;
 - (2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and
 - (3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.
- b. If the PDS is different, the employee is:
 - (1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.
 - (2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from GOV'T service. These credits and any remaining liability are computed as in par. C5580-C1.

D. DODEA Teacher. In addition to the other penalties for violation of agreements (see par. C5578), a DODEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or quarters value repayment responsibility.

C5588 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

- 1. The space-required rate must be used in computing MSC transportation cost.
- 2. The common user tariff rate must be used in computing the AMC transportation cost.
- 3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or

AMC traffic officer.

4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the GOV'T cost, without tax, for the accommodations furnished under Ch 2, Part E. The employee must be allowed appropriate credit for GOV'T-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the GOV'T

1. An employee's financial responsibility to the GOV'T must be based on travel to and/or from the first PDS following a period of RAT.

2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are *not* the employee's financial responsibility.

G. Return Travel Costs

1. GOV'T's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the GOV'T's obligation is fulfilled.

2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:

a. Is authorized GOV'T transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made, before the travel begins if required by finance regulations.

b. May be authorized repatriation transportation (see par. C7250) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. C7250 are met.

c. May provide the transportation and be reimbursed for the GOV'T's share upon submission of an appropriate voucher.

d. Must furnish receipts for claimed expenses. See par. C1310.

e. Is responsible for reimbursement of the GOV'T's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. C2203.

Part L: Service Agreements/Section 5: Agreement ViolationH. Sample Statement of Liability/Credit Violation of Renewal Agreement

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

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

EMPLOYMENT HISTORY	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.
TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT	
LIABILITIES	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	\$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	+ 16.00
TOTAL	\$265.00
CREDITS	
Rail transportation from Munich, GE, to Frankfurt, GE	\$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	+ 8.00
TOTAL	\$132.50
Liability \$265.00 - Credit \$132.50 = \$132.50 due to the GOV'T. There is no further GOV'T liability.	
Statement approved:	

A. B. Person, Civilian Personnel Officer	
17 January 2005	
<u>Explanation:</u> The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the GOV'T for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at GOV'T expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.	

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 pounds) are transported to London at GOV'T expense. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 pounds) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at GOV'T expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 pounds) were transported at GOV'T expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from GOV'T service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	\$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	+ 1000.00
TOTAL	\$3,130.50

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	\$ 836.00
Packing, crating, drayage of HHG in London	90.00
Transportation, SIT and unpacking of HHG (8,750 pounds) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	+ 12.00
TOTAL	\$2,178.00

(4) Liability \$3,130.50 - Credit \$2,178.00 = \$952.50 due to the GOV'T. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 pounds of HHG are transported to Ankara at GOV'T expense. The son remains in Atlanta to attend school and at the end of nine months travels at GOV'T expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family's arrival. The spouse and son were furnished GOV'T transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from GOV'T service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	\$ 500.00
Transportation HHG (8,700 pounds gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	+ 180.00
TOTAL	\$1,520.00

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is \$1,340.00. Since the employee was authorized a credit of \$1,520.00, which exceeded the cost of transportation from Bremerhaven to Atlanta, the GOV'T paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

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PART M: HHT (FTR §302-5)

C5600 GENERAL (FTR §302-5.1-2)

A HHT:

1. The AO has the discretion to allow a HHT. *The AO, not the employee, determines if a HHT is necessary.*
2. May only be authorized on a case-by-case basis when an employee has accepted a permanent transfer, and the circumstances indicate the need for a HHT.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse.
5. May be authorized for an attendant or escort within this Part when Ch 6, Part L or APP E, Part I, par. A21 apply (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>.

If the HHT is allowed, it should serve to lower the GOV'T's overall relocation costs by reducing the time for which the employee is later reimbursed for temporary quarters occupancy.

C5602 ELIGIBLE EMPLOYEE (FTR §302-5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in Nebraska and the other in Guam);
3. GOV'T/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302-5.4)

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4500 instead of per diem/actual expense allowance while at the training location; or
3. Employee's children, GSBICA 16907-RELO, 14 August 2006, <http://www.gsbca.gsa.gov/relo/s1690714.pdf>

C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302-5.9)

Separate HHT round trips by the employee and spouse may be allowed; however, the GOV'T's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

C5608 WHEN A HHT MAY BEGIN (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a service agreement; and
2. DOD component establishes, and informs the employee of, the reporting date to the new PDS.

NOTE: *The maximum time for beginning allowable travel and transportation is ordinarily 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.*

C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and
2. Spouse:
 - a. On the day before the family begins relocation to the new PDS, or
 - b. The expiration of the maximum time for beginning allowable travel and transportation.

C5612 HHT AUTHORIZATION (FTR §302–5.5)

After considering par. C5614-A, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;
2. Whether subsistence reimbursement is to be per diem under the Lodgings-plus method (par. C5624-B1) or if a fixed amount is to be offered (par. C5624-B2);
3. The appropriate HHT duration (NTE the maximums in the Part);
4. The authorized transportation mode(s) for the HHT to and from the new PDS location; and
5. The authorized transportation mode(s) for local travel while house-hunting at the new PDS location.

C5614 CONSIDERATIONS

A. General. *The HHT must be administered to minimize/avoid its use when other satisfactory and more economical alternatives are available.* An AO/AO designee must consider pars. C5614-B, C5614-C, C5614-D, C5614-E, and C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the GOV'T, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is to be authorized, a HHT possibly may be avoided. It might be less costly to the GOV'T, and more satisfactory to the employee, for the employee's dependents to remain at the former residence while the employee occupies temporary quarters at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DOD Component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

C5616 PROHIBITIONS

A HHT is not authorized when the:

1. Employee is to be assigned to a GOV'T/other prearranged permanent residence at the new PDS location.
2. Employee has not formally agreed to transfer to the new PDS.
3. Old and/or new PDS, are located in a foreign OCONUS area. See APP A.
4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

C5618 TRIP DURATION (FTR §302-5.11-12)

A HHT, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. *A funded HHT, including travel time, must not exceed 10 calendar days.*

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302-5.14)

1. When authorizing/approving a particular transportation mode, the objective is to minimize the time en route and maximize time at the new PDS.
2. If POC use is authorized (thereby making POC transportation 'in the GOV'T's interest') the MALT rate in par. C2505 applies.
3. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.
4. The employee is authorized transportation expenses (including transportation between carrier terminals).

C5622 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, local transportation systems, SDDC-negotiated agreement rentals (see par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the applicable MALT rate in par. C2505 may be authorized.
2. The local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

C5624 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodgings-plus method as in par. C5624-B1.
2. A DOD component may, however, offer to pay a fixed amount for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer fixed amount reimbursement:
 - a. Administration Ease. Per diem payment under par. C5624-B1 ('Lodgings-Plus' method) requires submission of a travel claim for review of the lodging expense amount validity, accuracy, and reasonableness. A fixed amount paid under par. C5624-B2 is easier to administer because an expense review is not required.
 - b. Cost Considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis. *A single 'generic' decision for all PCS moves is not authorized.*
 - c. Employee Treatment. Employee morale and productivity should be considered as well as direct costs.

B. Methods. An employee's subsistence allowance may be calculated under par. C5624-B1 or C5624-B2.

1. 'Lodgings-Plus' Computation Method. An appropriate per diem is authorized, as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in Ch 4, Part M, may not be authorized/approved for a HHT.

2. Fixed Amount. The amount calculated using par. C5624-B2a or C5624-B2b, as applicable:
 - a. The employee and spouse both travel (together or separately), multiply the applicable locality rate (listed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) by 6.25, or
 - b. If only one person (the employee or the spouse) travels, multiply the applicable locality rate (listed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) by 5.
3. Payment
 - a. The fixed amount determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.
 - b. Any balance from the determined fixed amount not used by the employee for expenses:
 - (1) Belongs to the employee,
 - (2) Is not subject to being collected back, and
 - (3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

- a. Per diem for Arlington, VA, at the time of travel is \$201 (\$150/ \$51).
- b. The single occupancy lodging cost is \$130.
- c. The DOD component offers a HHT and the option of either the fixed amount option (par. C5624-B2) or the 'Lodgings-Plus' option (par. C5624-B1).
- d. When the employee elects per diem under the 'Lodgings-Plus' computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the *single room rate*.

2. Example 1. The traveler elects a 10-day HHT with per diem computed under the 'Lodgings-Plus' computation method. See par. C5624-B1. The traveler and spouse travel together. *The traveler must provide lodging receipts.*

Employee's Per Diem		
Travel day to Arlington:	$75\% \times \$51 = \$38.25 + \$130$ (single lodging cost) =	\$ 168.25
8 days in the Arlington Area:	$\$130$ (Lodging) + $\$51$ (M&IE) = $\$181/\text{day} \times 8$ days =	\$1,448.00
Travel day back to the PDS:	$75\% \times \$51 =$	+ \$ 38.25
Total Per Diem for Employee		\$1,654.50
Spouse's Per Diem		
Using par. C5125-C, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
Total Per Diem for Spouse	$75\% \times \$1,654.50$ (employee's per diem) =	\$1,240.88
Total Per Diem Payment		
Employee's per diem		\$1,654.50
Spouse's per diem		+ \$1,240.88
Total Per Diem for Employee and Spouse		\$2,895.38

3. Example 2. The employee accepts a HHT with subsistence at the fixed amount. See par. C5624-B2a. *No lodging receipts are required.*

Total Fixed Subsistence for the Employee and Spouse	$\$201$ (locality rate) $\times 6.25$ (fixed rate for employee and spouse) =	\$1,256.25
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4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A:		
The employee elects the 10-day HHT with per diem computed under the 'Lodgings-Plus' computation method (par. C5624-B1). Using par. C5125-C, the employee is authorized per diem for the spouse up to the maximum rate. The employee must provide lodging receipts. <i>NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.</i>		
Travel day to Arlington:	$\$38.25$ ($75\% \times \$51$) + $\$130$ (Lodging) =	\$ 168.25
8 days in the Arlington area:	$\$130 + \$51 = \$181/\text{day} \times 8$ days =	\$1,448.00
Travel day back to the PDS:	$75\% \times \$51 =$	+ \$ 38.25
Total Per Diem for Spouse		\$1,654.50
Situation B:		
The employee elects the fixed-amount HHT (par. C5624-B2b) for the spouse. <i>No lodging receipts are required</i>		
Total Fixed Subsistence for the Spouse	$\$201 \times 5$ (fixed rate for one person)=	\$1,005.00

5. Example 4. The employee elects a 10-day HHT with per diem computed under the ‘Lodgings-Plus’ computation method. See par. C5624-B1. The employee and the spouse perform HHTs at different times. *The employee must provide lodging receipts.*

<u>Employee’s Per Diem</u>		
Travel day to Arlington:	75% x \$51 = \$38.25 + \$130 (single lodging cost) =	\$ 168.25
5 days in the Arlington Area:	\$130 (Lodging) + \$51 (M&IE) = \$181/day x 5 days =	\$ 905.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$1,111.50
<u>Spouse’s Per Diem</u>		
Using par. C5125-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	75% x \$51 = \$38.25 + \$130 (single lodging cost) =	\$ 168.25
4 days in the Arlington Area:	\$130 (Lodging) + \$51 (M&IE) = \$181/day x 4 days =	\$ 724.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$ 930.50
<u>Total Per Diem Payment</u>		
Employee’s per diem		\$1,111.50
Spouse’s per diem		+ \$ 930.50
Total Per Diem for Employee and Spouse		\$2,042.00

C5626 EXPENSE DOCUMENTATION

1. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C1310.
2. An employee paid per diem under par. C5624-B1, using the Lodgings-plus method must itemize lodging expenses and have lodging receipts. See par. C1310.
3. An employee paid for a HHT using the fixed amount computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

An employee is in a travel status (see APP A) while performing house-hunting travel during the authorized absence period.

C5630 NO RETURN TO OLD PDS

A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a HHT is authorized under the ‘Lodging-Plus’ method (HHT(AE)) and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE allowances, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, not to exceed the number of days authorized for the HHT. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February, 2004). Under the circumstances in par. C5630 an employee is not in a duty status while house-hunting. See DOD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.

C5632 HHT ADVANCE (FTR §302–5.16)

1. An advance may be paid for HHT expenses if a HHT under the ‘Lodgings-Plus’ method is offered and elected.
2. The advance may not exceed the sum of the anticipated transportation costs and the maximum per diem

allowable under the 'Lodgings-Plus' method in par. C5624-B1 for the location and duration of the HHT.

3. If a HHT using the fixed amount under par. C5624-B2 is offered and elected, payment of the 'subsistence-related' expenses does not constitute an advance and may be made before travel is performed whereas the transportation-related expenses may be paid in advance just as for the HHT under the 'Lodgings-Plus' method.

4. See also par. C1101-G for house-hunting travel and transportation advances.

C5634 HHT ICW TQSE ALLOWANCE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized, and claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodgings-Plus' or fixed amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For an authorized:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 or fewer day period,

2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 or fewer day period, or

3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 or fewer day period.

B. TQSE(F). *The number of days paid/reimbursed for a HHT are not deducted from TQSE(F)*. See par. C5392.

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PART N: RIT ALLOWANCE
(FTR §302-17/5 USC §5724b)

C5650 RIT ALLOWANCE

A. Purpose. The RIT allowance purpose is to reimburse an eligible transferred employee for substantially all of the additional Federal, State, and local *income taxes* incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes.

B. Payments/Reimbursements. RIT allowance:

1. Does not include reimbursement for *employment* type taxes (e.g., FICA and FUTA taxes). Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee.

2. Payment is:

a. Authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions (67 Comp. Gen. 135 (1987)); and

b. IAW calculation procedures in FTR, Part 302-17

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=-16525&specialContentType=FTR&file=FTR/Chapter302p017.html#wp1124542>

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SECTION 1: GENERAL

C5800 GENERAL

A. DOD Contract Services. A DOD component may offer relocation services to an eligible employee. DOD currently has a contract with a private firm. Examples of these services are:

1. Home sale programs;
2. Home finding assistance;
3. Home marketing assistance;
4. Property management (PM) services (see Section 2 of Part Q); and
5. Mortgage finding assistance.

B. DOD Component Responsibilities. Each DOD component must determine:

1. Which employee is to be offered relocation services use, and
2. To what extent relocation services are offered, and
3. Under what conditions relocation services are offered

to an employee transferring within/between DOD components or to another agency.

C5805 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if an employee:

1. Transfers from one PDS to another in the GOV'T's interest (not primarily for the employee's convenience/benefit, or at the employee's request (other than answering a vacancy announcement)), and
2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;
2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); or
3. An employee assigned/transferred to/from a foreign PDS except an employee eligible for:
 - a. Residence transaction expenses reimbursement in par. C5750-D, and
 - b. PM services under Section 2 of Part Q.

C. Limitations. If the employee violates the service agreement terms, the GOV'T reserves the right to recover, from the employee, all payments made on the employee's behalf to the relocation company. See Ch 5, Part L.

D. TCS. A service agreement is not required for PM services, under par. C5830, for a TCS.

C5810 PROCEDURAL REQUIREMENTS AND CONTROLS

- A. Employee Option. Once relocation services have been offered to the employee, the employee must be given the option to accept or reject the offer.
- B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract.
- C. Payment Restrictions
1. An eligible employee must meet the title requirements in par. C5750-G.
 2. A DOD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-GOV'T employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C5750-H. The same logic and provisions apply regarding relocation services.
- D. Maximum Home Value
1. Under the DOD relocation contract the maximum home value for which home sale services are payable is \$750,000, unless waived by the paying activity.
 2. If a home is sold under a home sale program at a price exceeding \$750,000, the employee is responsible for any additional costs unless the maximum is waived IAW component regulations.
- E. Travel Authorization/Order. The authorization for Relocation Services must be on the original PCS travel authorization/order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home). See par. APP I3, par. E1b(7).

SECTION 2: PROPERTY MANAGEMENT (PM) SERVICES

C5815 GENERAL

A. When PM Services May Be Authorized

1. A DOD component may permit PM services use when the PCS is in the GOV'T's interest.
2. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS from which the employee commuted daily to the old work location.
3. Payment for PM services may be authorized when an employee:
 - a. Transfers in the GOV'T's interest to a foreign PDS; or
 - b. Is assigned to a foreign PDS, is transferred back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee left when transferred to the foreign PDS, and the employee is eligible to sell a residence with GOV'T expense reimbursement; or
 - c. Transfers within the U.S. (including to/from/between non-foreign OCONUS areas) and is eligible to sell a residence with GOV'T expense reimbursement; or
 - d. Is authorized TCS (see Ch 5, Part O); or
 - e. Signs a tour renewal agreement with an effective date on/after 24 October 1997.

NOTE: In pars. C5815-A3b and C5815-A3c above, PM services are in lieu of the sale of the employee's residence at GOV'T expense.

B. Obtaining PM Services. PM services may be:

1. Obtained under the DOD National Relocation Program contract (see <http://www.nab.usace.army.mil/dnrp/>), or
2. Employee-procured rental agency services with reimbursement up to 10% of monthly rent.

C. PM Services. PM services are intended to assist an employee manage a residence at the old PDS as a rental property. The services include:

1. Obtaining a tenant;
2. Negotiating the lease;
3. Inspecting the property regularly;
4. Managing repairs and maintenance;
5. Enforcing lease terms;
6. Collecting the rent;
7. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;
8. Accounting for the transactions and providing periodic reports to the employee; and
9. Similar services.

D. Income Tax Consequences of PM Services

1. The IRS and state and local authorities determine the degree to which an employee is taxed on the amount of PM services expenses that the GOV'T:
 - a. Pays a relocation service company, or
 - b. Reimburses an employee.
2. The DOD component must pay the employee a RIT allowance for additional Federal, State and local income taxes incurred on PM services expenses paid to the:
 - a. Relocation company for service to the employee, or
 - b. Employee for self-procured PM services.
3. The employee should be advised to consult with a tax advisor:
 - a. To determine the tax consequences of these payments, and
 - b. On maintaining the residence as a rental property.

E. Ineligible Employee. An employee ineligible for PM services payment is:

1. A new appointee;
2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); and
3. An employee transferring between PDSs both of which are in foreign areas. ***NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee's last PDS in a CONUS/non-foreign OCONUS area as long as the employee continues to meet the requirements of par. C5820.***

C5820 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS

A. General

1. A components, through the Secretarial Process, may authorize PM services payment on behalf of an employee when:
 - a. A transfer to a foreign PDS is in the GOV'T's interest;
 - b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at GOV'T expense under pars. C5750 or C5800 if transferred to/within the U.S.; and
 - c. The employee signs a service agreement.
2. PM services payment may be authorized only on a residence at an employee's last CONUS/non-foreign OCONUS PDS from which the employee transferred to a foreign PDS.

B. PM Services Payment Duration. PM services payment may be made from the time an employee transfers to a foreign PDS until one of the following occurs, the employee:

1. Transfers back to a CONUS/non-foreign OCONUS PDS;

2. Completes the tour of duty at the PDS and remains there, but does not sign a new service agreement/renewal agreement, or
3. Separates from GOV'T service.

C. PM Services Continuation. To ensure that payment for PM services continues after completing a tour of duty, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

C5825 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

A. Authorized PM Services. The AO may authorize PM services:

1. Only for a residence at the old PDS (CONUS/non-foreign OCONUS) from which the employee commuted daily to the work location.
2. When an employee is transferred:
 - a. Back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee transferred to a foreign PDS; or
 - b. Within CONUS/non-foreign OCONUS areas
3. Only if:
 - a. The employee's transfer is in the GOV'T's interest;
 - b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at GOV'T expense under par. C5750 or C5800;
 - c. PM services are to the GOV'T's advantage and cost effective for the GOV'T than sale of the employee's residence; and
 - d. The employee has signed a service agreement incident to a CONUS/non-foreign OCONUS area PCS.

B. PM Services in Lieu of Residence Sale. If PM services are offered, the employee then has the option to accept or decline such services in lieu of selling the residence with the GOV'T reimbursing expenses.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the GOV'T for a residence in the CONUS/non-foreign OCONUS area while the employee was assigned at a foreign PDS if the employee elects to sell a CONUS/non-foreign OCONUS area residence at GOV'T expense when transferred from a foreign PDS to a CONUS/non-foreign OCONUS PDS different than the one from which transferred to the foreign PDS.

D. Residence Sale after Electing PM Services

1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Ch 5, Part P with the GOV'T reimbursing expenses.
2. Payment for residence sale with the GOV'T reimbursing expenses may not exceed the maximum amount in par. C5756-B1, less the amount paid for PM services.
3. If the amount paid for PM services equals/exceeds the maximum amount in par. C5756-B1, no reimbursement is allowed for residence sale.

E. PM Services Payment Duration

1. PM services payment must not exceed 2 years from the employee's transfer effective date.
2. For transfers within the CONUS/non-foreign OCONUS areas (e.g., both PDSs are in the CONUS/non-foreign OCONUS area), an extension under par. C5750-C, for up to two additional years, may be allowed.

C5830 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

A. General. An employee, authorized PM services ICW a TCS under Ch 5, Part O, is authorized PM services for the residence at the previous CONUS/non-foreign OCONUS PDS from which the employee commuted daily to the work location provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. PM Services Payment Duration. Authority for PM services payment is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the PDS;
2. Employee separates from GOV'T service;
3. Temporary official station becomes the PDS; or
4. End of the 30th month following transfer to the TCS duty station.

C. Residence Sale Incident to Temporary Official Station Becoming the PDS. An employee, authorized PM expenses for residence sale because the temporary official station becomes permanent, is required to repay PM fees paid under par. C5830 after the temporary official station becomes the employee's PDS.

APPENDIX G: MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL

A. General. This Appendix addresses reimbursement of the more commonly incurred miscellaneous expenses. *Incidental Expenses (defined as part of per diem in APP A) are different than these expenses.* Finance regulations should be consulted regarding any required description/documentation of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DODFMR, Vol. 9, Travel Policy and Procedures at <http://www.dtic.mil/comptroller/fmr/> prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Miscellaneous Expenses Table. Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. Some miscellaneous expenses are authorized for reimbursement by this Appendix; other miscellaneous expenses require AO authorization/approval. Miscellaneous expenses include the following (listed in alphabetical order):

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p><u>ATM Use (Civilian Employee)</u></p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM or personal charge card.</p> <p>3. See OSD Comptroller memo dated 19 July 2002, and Volume 9, Ch 3 of the DOD Financial Management Regulations (DODFMR), available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X		X
<p><u>ATM Use (Uniformed Member)</u></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check.</p> <p>3. See OSD Comptroller memo of 19 July 2002 and Volume 9, Ch 3 of the "DOD Financial Management Regulations", available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X			X	
<p><u>Baggage, Excess Accompanied (Transportation Cost)</u>. Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel.</p> <p>2. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DOD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial Process in advance of travel.</p>	X		X			

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
See JFTR, par. U3015 and JTR, par. C2302						
Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include: 1. <u>Excess Baggage.</u> See Baggage, Excess Accompanied. 2. <u>Baggage Transfer.</u> Not to exceed the customary local rates, and necessity for the transfer must be explained. 3. <u>Baggage Storage (with explanation).</u> 4. <u>Baggage Checking.</u> Not to exceed the customary local rates. 5. <u>Curbside Baggage Check-in Fee</u> a. Uniformed Member. <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <u>not</u> authorized.</i> A tip, separate from the fee itself, is reimbursable. b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.	X	X	X	X	X	X
Baggage Handling Tips 1. Uniformed Member a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <u>any</u> baggage (personal and/or Gov't) at a transportation terminal. b. <u>Lodging Establishment.</u> Reimbursement is authorized <u>only</u> for transportation-related tips for handling <u>Gov't property</u> at lodging establishments. 2. Civilian Employee. Baggage handling tips at transportation terminals or lodging establishments are covered by the incidental expenses portion of per diem and are <u>not</u> items for separate reimbursement <u>except</u> for the following: a. A traveler with a disability/special need (see JTR, par. C7460-4), b. Handling of Gov't property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at Gov't expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.	X	X	X	X	X	X
Birth Certificates. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/ debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
Check Cashing. 1. <u>Reimbursable.</u> Fees for cashing U.S. Gov't checks/drafts issued for travel expense reimbursement in a foreign country. 2. <u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized.	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X	X	X
Communication Services. Gov't-owned/leased services should be used for official communications, but when Gov't services are not available commercial communications services may be used. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official Gov't business are reimbursable when authorized/approved by the AO.		X		X	X	X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. See JFTR, Ch 3, Part E and JTR, Ch 2, Part C).	X	X	X	X	X	X
Currency Conversion Fees 1. Reimbursable. The 1% "international transaction fee" for official qualifying transactions charged by the GTCC vendor. This charge is listed as a separate line item on the credit card billing statement. 2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable for gains resulting from currency conversion. 3. Travel Claim Submission. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. Supplemental Vouchers. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Energy Surcharge Fees	X	X	X	X	X	X
Global Positioning System (GPS) for a Rental Car. <i>The optional Global Positioning System (GPS) for a rental car is not reimbursable.</i>						
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
GTCC 1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See DODFMR, Volume 9, Ch 3, found in USD@ memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. Expedited Delivery. Reimbursable when authorized/approved by the AO.		X		X	X	X
Guide Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Inoculations. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X	X	X
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to		X		X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
third parties when travel is authorized by Gov't conveyance/POC/rental car.						
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY or PCS travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging. 2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X		X
Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16). 2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X			X	
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
*License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. See http://travel.state.gov/travel/tips/safety/safety_1179.html for State Department information on driving abroad. 4. <i>This reimbursement applies only to members/employees but not their dependents.</i>	X	X	X	X	X	X
Lodging, Dual. Reimbursable when authorized/approved by the AO. Reimbursement must not exceed the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. See JFTR, par. U4135 and JTR, par. C4555-F.		X		X	X	X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X	X	X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the lodging portion of the per diem rate for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X			X	
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A). 1. <u>Reimbursable.</u> Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount. 2. <u>Not Reimbursable.</u> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable.</i>	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Mission-Related Expenses. Mission-related expenses <i>are not reimbursable</i> . These include batteries, tools, film, gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted. 3. See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of the TDY being completed as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X	X	X
Packer Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Paper Tickets. Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet Gov't requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i>	X	X	X	X	X	X
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. Reimbursement Eligibility a. Uniformed Member. Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (member's and/or dependents') as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. See item 5 below. b. Civilian Employee. Reimbursement authority is for a traveler who is a U.S. citizen: (1) Hired locally or transported to a foreign OCONUS area at Gov't expense, (2) Serving under a service or renewal agreement, and (3) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, or (4) Emergency Technical Support Personnel. See item 5 below. 2. Acquired Dependent (Uniformed Member Only). A member serving an unaccompanied OCONUS tour	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <u>Biometric Fees</u>. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects measurable physical or behavioral characteristic of the traveler, which can be used to verify the identity of that individual or compare against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <u>Dependent Fee</u>. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel</u>. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <u>Fee for Visa, Green card, and Photographs for OCONUS Travel</u>. These fees are reimbursable ICW official travel.</p> <p>7. <u>Legal Service Fees</u>. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. <u>Medical Expenses</u>. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP.</p> <p>9. <u>Passport Fees</u>. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the United States through land and seaport entry between the United States and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized otherwise for international travel. Passport fees are reimbursable when travel on an official travel authorization/order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. See http://www.state.gov/travelandbusiness/. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Gov't transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>10. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Travel Authorization/Order for Visas and Physical Examinations</u>. A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at Gov't expense to:</p> <p>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <u>Travel Not Required</u>. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>						
<p>Personal Expenses. <i>Personal expenses are not reimbursable</i>. These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.</p>						

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<u>Pet Quarantine.</u> See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
Phone Calls (Official) 1. The AO: a. May determine certain communications to a traveler’s home/family are official (i.e., to advise of the traveler’s safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August, 1998). 2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.		X		X	X	X
Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Prepaid Phone Cards/Cell Phones. See Communication Services.						
Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler’s checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler’s control, in the Gov’t’s interest, and a refund is unobtainable.	X	X	X	X	X	X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of Gov’t funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.						
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X	X	X
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Reimbursable when authorized/approved by the AO.		X		X	X	X
Resort Fees. Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
Tips for Handling Gov't Property. Transportation-related tips for handling Gov't property at terminals and lodgings are authorized.		X		X	X	X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
VISA and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

A. City-Pair Program FAQs

1. How does the program work?

- a. **First**, GSA concentrates the GOV'T's market share to make the most of the competition available. The GOV'T traveler's responsibility is to use the contract carrier. The GOV'T's delivery of market share drives the program. So, to ensure the airfares stay favorable, we encourage each Federal traveler to stick to the contract carrier.
- b. **Second**, GSA works with other GOV'T agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.
- c. **Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the airfares are so attractive, the airlines insist that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the GOV'T rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the city-pair program advantages?

- a. No advance purchase required,
- b. No minimum or maximum length of stay required,
- c. Fully refundable tickets and no charge for cancellations or changes,
- d. YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- e. No blackout dates,
- f. Locked-in airfares facilitate travel budgeting,
- g. Significant discounts over regular walk-up airfares, and
- h. Airfares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Why can't contractors use it? It would save the GOV'T a lot of money!

GSA recognizes that a contractor often sits next to a Federal employee/uniformed member, works on the same projects as a Federal employee, and travels with a Federal employee. However, a contractor is not a Federal employee. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to a contractor. GSA has made the business decision to neither jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA advises that the purchase of contract city-pair airfare tickets on behalf of a GOV'T contractor is wrong, is a misuse of the city-pair program, and could jeopardize its future success.*

4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a GOV'T traveler for authorized travel is unused or partially used when:

- a. Travel is terminated short of the authorized destination.

- b. The return portion of a round trip is not used.
- c. The travel actually furnished is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, or the CTO/TMC, or the airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket) or no refund will take place. The GOV'T and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flights of another airline, as they appear in computerized reservations systems. Most airlines, including all City-Pair Program contract carriers, participate in some type of commercial code-share agreement.

B. City-Pair Program Policy FAQs

1. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed service member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC), either the Individual Billed Account (IBA) card issued to the traveler or a centrally-billed account (CBA) used by an organization, or a GOV'T Transportation request (GTR)). The acceptance of GTRs is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the US in conjunction with travel that originated overseas. ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

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

A Federal or uniformed traveler on official business is required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows GOV'T a traveler to take advantage of any low commercial airfares offered by non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a GOV'T traveler (sometimes called "DG" airfares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower airfare, you still must use the contract carrier, but at the lower airfare. A traveler that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Restrictions on discounted commercial airfares usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or

c. A non-contract carrier offers a lower airfare to the general public that, if used results in a lower total trip cost to the GOV'T (the combined costs of transportation, lodging, meals, and related expenses considered); or

NOTE to paragraph (c): This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract carrier is restricted to a GOV'T or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous options are not available;

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO/TMC) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the GOV'T's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

(2) Contractors are not authorized to use contract city-pair airfares to perform travel under their contracts.

(3) If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.

3. What makes the city-pair airfare the best value? Isn't it just low bid?

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

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic and 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.) Service standards change year to year based on service availability.

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

a. **Time and Type of Service:** This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. **Flight Time:** This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. **Number and Type of Flights:** This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. **Jet Service:** This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

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

- a. A non-stop carrier is not available for a specific route.
- b. The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the GOV'T business for the route.
- c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

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

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

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph B.2, above, last exception listed).

C. City-Pair Air Travel Accommodation FAQs?

1. Do I have to use the contract city-pair air carrier if authorized to use a premium-class airfare (business- or first-class)?

Yes. The City-Pair Program contracts are mandatory for coach and, within DOD, for premium-class service when the contract carrier offers a premium contract airfare. Premium-class service accommodation must be authorized IAW the JFTR/JTR.

2. Can I upgrade to business-class seating to accommodate my disability at the GOV'T expense?

Maybe. IAW Agencies/Services' policy, premium-class travel accommodations, due to a disability or other special medical needs, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel IAW JFTR/JTR requirements. Certifications validating the disability or other special medical need are effective up to six months or the duration of the disability or special need, whichever is shorter. Disabilities or special medical needs described as permanent require review and renewal on an annual basis by a physician.

3. Can the air-carrier charged for premium seating and if so, is the charge reimbursable?

Some airlines have instituted charges for seats they believe to be premium, i.e., front of the cabin, larger seats, etc.

The choice to pay extra for 'premium' seats is personal to the traveler and is not a GOV'T requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangement are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

4. What happens to my changed airline ticket reservation?

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City-Pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. So when the traveler checks in, that traveler's record will not show the most recent changes which may affect the ability to board that flight.

D. City-Pair Airline Airfare FAQs

1. How do I know if there is a contract city-pair airfare?

Contract city-pair airfares are identifiable because they normally carry the airfare designator YCA or -CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check on the following city-pair website, <http://apps.fas.gsa.gov/citypairs/search/>

2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

3. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?

The ticket shows a three-letter airfare basis code with CA (Contract Award) as part of it. Airline City-Pair tickets are issued using one of the following airfare basis codes:

- a. YCA = Guaranteed GSA coach/economy class city-pair airfare which is a highly discounted unrestricted airfare. ***NOTE: Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a _CA airfare is available at a lesser price.***
- b. _CA = Limited capacity, GSA coach/economy class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the GOV'T.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and _CA is that there are a limited number of seats on the less-costly _CA Airline City-Pair rate which varies carrier-by-carrier and market-by-market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and _CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a _CA airfare and make changes, if necessary.

4. How early is early to take advantage of the GOV'T discount for normal airfare city-pair airfares (_CA)?

The city-pair airfare program encourages a GOV'T traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair

airfares).

5. Why does the GOV'T have to pay the Airline Passenger Excise tax? Isn't the GOV'T exempt from taxes?

The Federal GOV'T is often exempted from state and local taxes. However, the airline passenger excise tax is a Federal tax and the Federal GOV'T is subject to it.

6. How can the cost of a city-pair flight between two cities vary on the same airline but different flights?

While the base airfare and taxes are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City-Pair website. How do I know I am getting the GOV'T rate for my airline reservations?

The E-GOV Travel and DTS vendors' online booking engines display valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City-Pair website.

- a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City-Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and taxes.
- b. The E-GOV Travel/DTS vendors can book reservations and shows either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

E. City-Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official GOV'T business?

A traveler can use the airport that best suits the needs in areas/locations with multiple airports, *except when the AO determines in written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only airfares, but also transportation to and from airports) and may consider potential lost work time.* Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

2. Can I use a contract city-pair airfare for personal travel and if so, taken in conjunction with official GOV'T travel? What if the GOV'T cancelled my leave or I received my TDY authorization/order while on leave without knowing about the TDY before going on leave?

The use of contract city-pair airfares (or other airfares limited to official GOV'T business) is limited to official travel only. If personal travel is being taken in conjunction with official GOV'T travel, the contract city-pair airfares (or other airfares limited to official GOV'T business) cannot be used for that portion of the trip since that travel is personal. These city-pair airfares or other airfares limited to official GOV'T travel cannot be used to and/or from an unofficial point (such as a leave point) unless the GOV'T is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY authorization/order for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY assignment) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. GOV'T and traveler limitations are:

a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the GOV'T one-way airfare is \$251.00 and round-trip is \$502.00.

b. Reimbursement for the entire trip is limited to \$502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. GOV'T and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is **official travel**. See JFTR, par. U4105-F (uniformed member) or JTR, pars. C4440 and C4564 (civilian employee) and city-pair airfares may be used.

NOTE: CTO/TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

3. What GOV'T-sponsored leave programs qualify for contract city-pair airfares?

Contract city-pair airfare use MAY BE POSSIBLE for official GOV'T-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

*a. Civilian Employee: RAT (JTR, APP P, Part 2 and Ch 5, Part K), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. Uniformed Member: COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

F. GSA Points of Contact. See the GSA website at <http://fss.gsa.gov/citypairs> or contact following POCs at, <http://fss.gsa.gov/citypairs/forums> below for more information on GSA's Airline City-Pair Program. **Only those without Internet access should call.**

Mr. Jerry Bristow Program Manager, Contract City-Pair Program (703) 605-2925 Jerome.bristow@gsa.gov	Mr. Jerry Ellis Contract Specialist City-Pair Program (703) 605-2928 Jerry.ellis@gsa.gov	Mr Vincent Aquilino Program Analyst City-Pair Program (703) 605-2271 Vincent.aquilino@gsa.gov
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PART I: CONFERENCE PLANNING POLICY (FTR §301-74)

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. (FTR §301-74) The public interest requires that the Uniformed Services and DOD agencies exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services and agencies must select conference sites that minimize conference costs. When Service/DOD Agency representatives attend conferences sponsored by others, the Service/DOD Agency must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by Service members and DOD civilian employees, this guidance applies to conference travel paid for persons invited to travel in support of GOV'T programs.

D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a GOV'T or commercial training facility.***

2. Conference costs: All costs paid by the GOV'T for a conference, whether paid directly or reimbursed by a Uniformed Service or DOD Agency. See par. F. Examples include:

- a. Attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),
- b. Attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),
- c. Meeting room and audiovisual costs,
- d. Registration fees (with or without furnished meals other than refreshment/snacks),
- e. Speaker fees,
- f. Conference-related administrative fees, and
- g. Similar costs.

3. Conference lodging allowance: The lodging allowance that is up to 25 percent above the established geographical lodging portion of the per diem rate (rounded up to the next higher dollar). The per diem M&IE remains unchanged.

4. Site: Refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference, the Uniformed Service or DOD Agency (FTR §301-74.3) must:

1. Determine which conference expenditures provide the GOV'T's greatest advantage, by
 - a. Ensuring appropriate management oversight of the conference planning process,
 - b. Performing cost comparisons of the size, scope, and location,
 - c. Determining if a GOV'T facility is available at a lesser rate,

- d. Considering conference alternatives, e.g., teleconferencing,
 - e. Maintaining written documentation of the alternatives considered and the selection rationale used, and
 - f. Minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. Minimize the conference administrative costs,
 3. Minimize the attendees' travel costs,
 4. Minimize the attendees' time costs,
 5. Use GOV'T-owned or GOV'T provided facilities as much as possible,
 6. Identify ways to save costs in selecting a particular conference site (e.g., lower off-season rates), and
 7. Develop and establish internal policies that ensure these standards are met.

NOTE: Individuals must have the requisite contracting authority to obligate the GOV'T ICW conference arrangements.

*F. **Cost Considerations.** When planning a conference, the Uniformed Service or DOD Agency should consider all Gov't-paid direct and indirect conference costs. Conference costs to be considered include:

1. Travel and per diem expenses,
2. Rent of rooms for official business,
3. Usage of audiovisual and other equipment,
4. Computer and telephone access fees,

*5. Light refreshments for morning, afternoon, or evening breaks exclude alcoholic beverages and include: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. For DOD policy regarding the use of appropriated funds to purchase food; see DOD, Office Of General Counsel (Fiscal) memorandum, 1 Sep 05, subject: Use of Appropriated Funds to Purchase Food at Conferences, Meetings, and Events. Questions about the DOD policy should be referred to OSD General Counsel (Fiscal).

6. Printing,
7. Registration fees,
8. Ground transportation, and
9. Attendees' travel and time cost.

G. **Cost Comparisons.** When planning a conference, Uniformed Services and DOD Agencies must do cost comparisons to ensure the GOV'T's greatest benefit. Cost comparisons include:

1. Determination of lodging adequacy at the established per diem rate,
2. Overall convenience,
3. Fees,

4. Meeting space availability,
5. Equipment availability, e.g., audiovisual, fax,
6. Commuting or travel distance of most attendees, and
7. Other conference expenses.

H. Conference Site Selection (FTR §301-74.5)

1. Documentation. (FTR §301-74.19) The Uniformed Service or DOD Agency concerned must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

2. Locality Per Diem Rate. (FTR §301-74.6; 74.7) Initial selection of a location must be based on the established per diem rate; however, to provide flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is \$100, then facilities with lodging rates up to \$125 may be considered when selecting the conference location.

3. Conferences Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website:

http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf.

NOTE: *This website is case sensitive.*

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.
2. Sponsoring or funding a conference by a Uniformed Service or DOD Agency at a place of public accommodation must be authorized by an official designated through the Secretarial Process.
3. FEMA-approved accommodations must be used when sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S. where applicable. The official designated by the Secretarial Process for authorizing the sponsoring and/or funding of a conference can make a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. (FTR §301-74.16) Any advertisement or application for attendance at a conference sponsored or funded by a Uniformed Service or DOD Agency must include notice:

1. That attendees must use FEMA-approved place of public accommodation unless a waiver has been issued as indicated in Part 1, item I3, and
2. Of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the Uniformed Service or DOD Agency provides Federal funds.

K. Selection of Attendees. Uniformed Services and DOD Agencies must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. Limit the Uniformed Service's or DOD Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. Provide for travel expense consideration when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. Is not an actual expense allowance,
2. May not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent (e.g., locality lodging rate \$100; maximum conference lodging rate can be \$125), and
3. May not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)

1. GOV'T Sponsored Conference. Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses (FTR, §301-74.8).
2. Non-GOV'T Sponsored Conference. The AO may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate (FTR, §301-74.9).

NOTE: If the Conference Lodging Allowance is inadequate, see JFTR, Ch, 4, Part C, or JTR, Ch 4, Part M for actual expense authorization reimbursement procedures.

O. Conference M&IE Rate

1. Light Refreshments. When the GOV'T furnishes light refreshments at nominal or no cost to the attendee, no deduction of the attendee's M&IE allowance is permitted.
2. Meals Included in Registration Fee. When the GOV'T furnishes one or two meals at nominal or no cost, or includes them in the registration fee, the proportional meal rate applies to Uniformed Service members and DOD civilian employees for each day meals are furnished. See APP R, Part II, item I for PMR computation examples.

P. Guidance for Conference Planning. Refer to FTR, Chapter 301, Appendix E for conference planning guidance procedures, which is necessary to plan a successful conference. Website address is:
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-14863>.