

JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)**Change 278 — 1 February 2010**

- A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 February 2010 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

DANNY G.I. PUMMILL

Deputy Assistant Secretary of the Army
(Military Personnel)

CURTIS B. ODOM

Director of Personnel Management
United States Coast Guard

DR. RUSSELL BELAND

Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

JONATHAN W. BAILEY

RADM, NOAA
Director, NOAA Corps

EDMUNDO A. GONZALES

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

DENISE S. CANTON

RADM, USPHS
Director, OCCFM

- D. Applicable MAP Items. This change includes all material written in the following MAP items: 90-09(E); 91-09(E); 105-09(E); 108-09(E); 113-09(E); 116-09(I); 118-09(I); 121-09(I); 123-09(I) through 125-09(I); 128-09(I); 131-09(I), 132-09(I), and 134-09(I).

- E. Brief of Revision. The following are this month's major revisions:

U1039-E3a; APP O, par. T4050-C1. Aligns JFTR/JTR language on electronic fund transfer (EFT) with that in the DODFMR, Vol. 9, par. 020102.

U2000-A2c; U3135; App H4, Sec A; APP P2, Sec C, FAQ #2. Strengthens the management and accountability measures related to the use of premium-class train transportation accommodations while on official business travel. Additionally, this change relaxes the requirement for a lifelong medical disability/special need certification statement to every two years, with a onetime extension NTE 30 days when unforeseen circumstances preclude recertification.

U2140-B6; U3405; U3415-C1c(2); U3500-D; U4105-I4; U4105-I5; U4127; U4135-C; U4135-G, Examples 1 & 2; U4173-B; U4173-C; U4174-C2; U4175-A2 NOTE; U4176; U4183 Quick Reference Table footnotes; U4260-C2; U4265-A; U4265-B; U5102; U5108-C; U5240-C7, Notes 1 & 2; U5240-C8; U5242-A4d; U5246-E; U6054-A Note 1; U6054-G Notes; U7025-B; U7160-C2; U7225-A; U7225-C; U7451-A1d; U7960-D Notes; U7970-A; U7980-A; APP A1 definition of: Per Diem Allowance, GARS, and Travel; APP E1, par. C7; APP E2, par. C7; APP G; APP O, pars. T4040, T4040-A1d Notes, T4040-E, T4045-G2 NOTES; APP R2, par. E, title only; APP R2, par. E4. Renames Miscellaneous Reimbursable Expenses as Reimbursable Expenses to avoid confusion with the Miscellaneous Expense Allowances (MEA) for employees PCS.

U2605. Effective 1 January 2010 changes the PCS MALT rate from \$.24 per mile to \$.165 per mile and TDY mileage rates for motorcycles from \$.52 per mile to \$.47 per mile, for cars from \$.55 per mile to \$.50 per mile, and for airplanes from \$1.29 per mile to \$1.24 per mile. The PCS MALT change is announced based on the Federal Travel Regulation §302-4.300 (41 CFR 302-4.300), indicating that the PCS MALT rate is identical to the published IRS rate and the TDY mileage rates based on GSA website announcement on 30 December 2009.

U3100-A7; U3125-B1c through i; APP O, par. T4020-B4b. Provides clarification of upgrades within economy/coach class seating for Uniformed Members and DoD Civilian Employees.

U4129-C; U4147-A; U4151; U4177; U4183; U4255-B2b; APP O, T4040-A2e; APP O, T4040-A3. Clarifies that the \$3.50 IE or a reduced per diem rate does not apply on departure and return days or any other travel day. These rates only apply to full stationary days at the TDY location. The Quick Reference Tables are clarified by including references. Also the term 'fixed' is deleted and changed to 'reduced per diem.'

U4151-D1; U4183 Quick Reference Table footnote 3; U4255-B2b. Clarifies that the effective date that the \$3.50 OCONUS IE rate must be in the orders/authorization is for travel beginning on or after 1 July 2009.

U5466-A1. Clarifies the language in par. U5466-A1.

U7300-B; U7300-D5b. Permits Combatant Commanders to approve the combination of R&R travel with other authorized travel if in the best interest of the Department, and to waive the 60 consecutive day requirement.

U10400, Table U10-E1. Authorizes a member TDY en route ICW fitting out or conversion of a ship BAH when receiving per diem or given GOV'T QTRS (provided not at the old or new PDS – new PDS is ship) while TDY.

APP A4. Adds TAD, TEMDU, and TEMDUINS.

APP G. Reimburses when a member (not a civilian employee) is exempt from using the GTCC, the "International Transaction Fee" paid for official qualifying transactions on a non-GTCC.

APP H4-B, C, D, E, and F. Rearranges APP H4 by renaming Section H4F to Section H4B and deleting the original Sections H4B through H4E.

APP P2-B2. Clarifies the use of restricted airfares when using the City Pair Program.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 278

The following Record-of-Changes chart reflects Joint Federal Travel Regulations, Volume 1, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

VOLUME 1

UNIFORMED SERVICE PERSONNEL

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PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

A. Authority. The JFTR contains basic statutory regulations concerning a Uniformed Service member's travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and 37 USC Chapter 7.

B. Application. Each Active and RC member, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DOS) to which assigned, is covered by JFTR. APPs A1 and A2 contain definitions and A4 for acronyms.

C. Authorization Not Stated. There may be circumstances under which payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e., just because the JFTR does not say something cannot be done does not mean that it can be done).

D. Duplicate Payment. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid/to be paid to the traveler by another entity. If an expense is incurred and reimbursed by another entity that would otherwise be reimbursed by the GOV'T, that expense must not be claimed against, nor paid by the GOV'T. Par. U4165-D for an exception. ***A non-deductible meal as listed in par. U4167 provided to a traveler in a per diem status does not result in a duplicate payment.*** The traveler is financially responsible to the GOV'T for all duplicate travel and transportation allowance payments received. ***This includes any and all allowances covered in these regulations.*** The Improper Payments Information Act of 2002, Public Law 107-300 may apply. <http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf>.

U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized JFTR allowances as opposed to the allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.*** The DIAM 100-1 provides special allowances for a DoD member, who is a U.S. national, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects dependents. ***A member may not receive allowances under the DIA regulations and allowances prescribed in JFTR for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be taken under each program or both under one program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,

5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,
7. Dependent representational travel,
8. Removal of dependents and HHG,
9. Transportation of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

U1007 COMPUTATION RULES

A. Computation Rules. The computation rules in these regulations may be unique to this Volume. Consult the relevant Chapters and Parts to determine the correct computation process for the specific travel and transportation allowances.

1. Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and [PMR computations](#) are rounded to the next highest dollar with the par. U1007-A2 provisions in force.
2. AEA computation is rounded up to the nearest dollar. For example, \$29.25 = \$30.00. The AEA must not exceed the approved maximum locality per diem rate percentage. ***When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate.*** For example, reduce an AEA M&IE of \$76.50 to \$76 as shown in par. U4265, Example 3.
3. PMR computation is rounded-up to the nearest dollar.

NOTE: A conference lodging allowance is a pre-determined allowance of up to 125 percent of the applicable lodging per diem rate (rounded to the next highest dollar). For example, the locality lodging rate of \$100 may be increased to \$125. A conference lodging allowance is not an AEA and must not used with AEA per diem. APP R, Part 2, par. M.

B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate. For OCONUS travel, the PDTATAC Chief may authorize a per diem rate exceeding 300% only prior to the official travel IAW par. U4250.

U1008 CHAPLAIN-LED PROGRAMS

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or RC member in an 'active status' as defined in 10 USC § 10141, and the member's immediate family, in building and maintaining a strong family structure. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an ***official*** capacity as outlined in APP E, Part I are to be sent using an official TDY authorization/order or an ITA, as appropriate. ***For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs.*** The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

U1010 IMPLEMENTATION

A. Allowance Regulations. *The allowance regulations in this Volume require no further allowances implementation.* When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR. [DoDD 5154.29](#) requires that PDTATAC staff review all DoD written material that implements JFTR provisions to ensure per diem, travel and transportation, and other allowances are uniformly applied. Non-DoD Uniformed Services may submit their written material as desired. Par. U1000 for the applicable JFTR provisions which are subject to review by the PDTATAC staff. Written material in Word should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section, for review to:

1. Email address: pdttac@dtmo.pentagon.mil; or
2. Fax: (703) 696-7890 (DSN 312-426-7890); or
3. Mail to:

Per Diem, Travel and Transportation Allowance Committee
Attn: Regulations Branch
4601 North Fairfax Drive
Suite 800
Arlington, VA 22203-1546

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements that are not specifically cited below.

1. Completion and submission of travel vouchers (Ch 2, Part F);
2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);
3. Authorization/order endorsements related to foreign flag carrier use (par. U3125-C3);
4. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U1500);
5. Procedures and conditions under which advance payments are authorized including those in:
 - a. Permanent Duty Travel: Ch 5, Parts B (par. U5104); C (par. U5204); D (par. U5319); E2 (par. U5479); F (par. U5560); G (par. U5600); and H (par. U5725) may be paid IAW par. U5020.
 - b. Evacuation Allowances: Ch 6, Parts A and B (pars. U6001-F and U6050-F);
 - c. Recruiting expenses (par. U7033);
 - d. TLA (par. U9157);
 - e. OHA (par. U10028) ***NOTE: Advance MIHA is not authorized.***
6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
7. Required documentation for personally procured transportation reimbursement or POC travel for dependents ICW a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-B);
8. Claims for personally procured HHG transportation (par. U5320-D);

9. Member financial responsibility (pars. U2010, U3015, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
10. Personal emergency determination (par. U7205-A);
11. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 5, Part R);
12. Currency loss/gain procedures for OHA (Service Regulations IAW par. U10028-D);
13. Command sponsorship criteria (APP A DEPENDENT, COMMAND SPONSORED definition);
14. Establishing children's dependency (APP A DEPENDENT definition),
15. CTO/TMC use policy (par. U3120) ;
16. Travel and transportation for a family member incident to the repatriation of a member held captive (par. U5258);
17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and
18. Authorization/order writing procedures for certain foreign uniformed personnel (Ch 7, Parts Z1 and Z2).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/or in law.

U1020 REGULATION CHANGE EFFECTIVE DATE

A change to this Volume is effective, unless otherwise noted, on the published change date in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

U1025 GAO (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific travel circumstances is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA or CBCA, and OSD GC. GAO, DOHA, GSBCA, CBCA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in JFTR may be unique to this Volume. Consult APP A, and the relevant Chapters and Parts, to determine the exact definition of a specific term. Definitions in JFTR are not necessarily applicable to other Volumes or to other GOV'T regulations.

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

The SECDEF may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *Department of Defense Domestic Dependent School Directives. DDESS funds and issues necessary travel authorizations/orders.*

Effective 15 May 2008

U1035 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM

If a member is authorized PAC IAW OUSD (P&R) Memorandum, 15 May 2008, and DoDFMR, Volume 7A, Chapter 13, the member is authorized IE as part of the PAC even though not in a travel status.

U1039 DEFENSE TRAVEL SYSTEM (DTS)

A. General. At locations at which DTS has been fielded, TDY vouchers are paid using DTS. The Services must require that the CTO/TMC arrange commercial transportation IAW law, JFTR, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations whenever possible along usually-traveled routes.

B. Travel Computed under DTS. DTS covers individual TDY travel for business, travel for schoolhouse training, deployment or personnel traveling together with or without no/limited reimbursement, and certain travel under special circumstances. It does not cover travel for PCS (Ch 5), or evacuation (Ch 6). It does, however, cover RC travel in locations where RC travel has been fielded by the particular Service except for:

1. Senior ROTC,
2. RC member travel for medical and dental care,
3. Retiree called to active duty,
4. A Ready RC member authorized a muster duty allowance, and
5. Active duty for training tours of 140 or more days at one location (except as noted in par. U2146) and active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW par. U7150-A4b(3)).

TDY performed as part of a PCS move (i.e., TDY en route) is not paid under DTS.

C. AO's Responsibilities. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expense incurred ICW that mission and IAW these regulations. The AO must determine the travel purpose (APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC is central in helping to execute those responsibilities. The AO also must:

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Get information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in travel decisions.

3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures IAW these regulations, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW these regulations.
5. Review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.
6. Permit a traveler to combine official travel with leave or personal travel. However, contract fare travel must not be used for personal travel (APP P, Part II, item 12). The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are paid by the GOV'T. A member is not authorized per diem on any day leave is charged. ***The AO is not to permit a TDY trip that is an excuse for personal travel.***

D. Traveler's Responsibilities

1. A traveler who does not use a CTO/TMC or the GTCC to purchase transportation must forward the ticket receipt (if \$75 or more) for reimbursement.
2. A traveler updates the trip record as soon as possible after personally making arrangements.
3. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the authorization/order so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the IBA bills are received.

E. A Typical Business Trip

1. Before the Trip

- a. Cost Estimate. A traveler should obtain a should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the DTS Reservation Module or directly from the CTO/TMC. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC to estimate the amount for using a private vehicle or other commercial transportation.
- b. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a POC instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
- c. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment if included. The resulting document is the Trip Record.
- d. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial ticket information. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

e. Paying for Arranged Service and Getting Cash to Pay Expenses while Traveling. The CTO/TMC must charge airline or rail tickets, lodging, and rental car reservations on the traveler's individual or unit GTCC; airline or rail tickets in some cases may be charged to a GTCC CBA. While on the trip, the traveler should charge other expenses incident to official travel on the IBA or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit GTCC.

*2. During the Trip

a. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's/TMC's 24-hour toll-free number, if possible, to have the needed changes made. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authority up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

b. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more.

3. After the Traveler Returns

*a. Completing the Expense Report. A traveler should complete and submit the Trip Record expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

b. AO Approval. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

c. Turning in the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. If not using the DTS, a finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

d. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.

e. Lost or Stolen Tickets. Par. U2515.

U1040 GAIN-SHARING PROGRAM

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

U1041 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION

Effective 1 January 2009 through 31 December 2012

Sec 533 of FY09 NDAA (P.L. 110-417) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs from calendar years 2009-2012. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as described in pars. U5125, U5225, U5360 and U5410-A3. Upon return to active duty the member is

authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty (pars. U5000-B3, U5120-A, U5201-A2a, U5222-A1, U5345-A, U5345-B, U5410-A2). A member must return to active duty within 3 years of release but NLT 31 December 2015.

U1045 GOV'T QTRS USE/AVAILABILITY

A. QTRS Available. A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check GOV'T QTRS availability (e.g., through the CTO) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; *however, when adequate GOV'T QTRS use is directed, those QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)). Per diem cannot, however, be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. INSTALLATION at which the member is assigned TDY.*

NOTE 1: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: GOV'T QTRS are available only if use is directed in the authorization/order.

NOTE 2: The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member, who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so and is issued non-availability documentation, cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). Par. U1045-C.

B. QTRS Not Available. *GOV'T QTRS are not available:*

1. When a TDY/delay point is at other than a U.S. INSTALLATION;
2. When an AO determines that GOV'T QTRS use would adversely affect mission performance, except for:
 - a. A member attending a service school at a uniformed service facility; and
 - b. An officer in grades O-7 through O-10 who personally determines QTRS availability;
3. During all periods of en route travel;
4. For any TDY/delay of less than 24 hours at one location;
5. When travel is ICW a PCS:
 - a. When per diem is payable under 'MALT-Plus' (par. U5105-B);
 - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T QTRS at a POE/POD; or

- c. To a ship/afloat staff with an OCONUS home port, and;
 - (1) A member is accompanied by dependents authorized concurrent travel;
 - (2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;and GOV'T QTRS are not available for the entire family; or

6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. Par. U7551.

C. Travel Authorization/Order or Voucher

1. Documentation. A travel authorization/order/voucher must document availability/non-availability by:

- a. Confirmation number provided by the Service's lodging registration process;
- b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or
- c. Member certification that GOV'T QTRS were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel authorization/order/voucher of GOV'T QTRS non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

3. Paper Non-Availability Statement Not Required (Effective 1 October 1995). Per USD memorandum, dated 29 August 1995, a DoD traveler is not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.

U1050 CONFERENCE/TRAINING AT THE PDS

Registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. 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 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.

U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS

GOV'T policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DoD component must ensure that not less than 90% of all official travelers who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet GOV'T requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Services are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated TMS (APP A TRAVEL MANAGEMENT SYSTEM (TMS) definition) whenever possible (5 USC §5707a).

U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR

Each command/unit is expected to take appropriate disciplinary action when a member and/or AO fails to follow the JFTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. Par. U3120-A4 for exceptions when reimbursement is *not* allowed.

U1060 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

A. General. Registered and/or trusted traveler programs (i.e., FlyClear) are voluntary individual private sector programs designed to expedite the security screening process at participating airports. Registered/trusted travelers pass through special, shorter security lines, which require the individual traveler to provide personal information in advance. Collection of the personal information requires memberships to be obtained by individual travelers as opposed to an agency.

B. Participation. Participation in this program is voluntary and is not required by the GOV'T. GOV'T fund use to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per [GSA Bulletin FTR 08-05 of 25 June 2008](#).

C. Enrollment Fee. Enrollment fees in this program are *not* reimbursable (APP G).

PART A: TRAVEL POLICY

U2000 GENERAL

A. Travel and Transportation Policy. The following applies to every uniformed member and/or their dependents:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. U3125-B, U3130, or U3135.
2. Premium (First and Business)-class Travel/Accommodations. (APP A1): Pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for GOV'T-funded premium-class transportation to be provided. APP H2, Sec C, for first-class and H3, Sec B for business-class decision support tool.

NOTE: The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations have been justified and authorized/approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the premium-class AO."

- a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the member is responsible for the cost difference between the premium-class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the situation circumstances (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the upgrade rationale) and include the difference in cost between the premium-class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for premium-class). Appropriate GOV'T transportation documents must be annotated with the same information.
- b. Only a person senior to the member may authorize/approve premium-class accommodations for the member/dependents (DoD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005). Par. U3125-B2.
- *c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if a competent medical authority certifies sufficient justification of medical disability/special need exists and that the medical condition/special need necessitates (for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the member or dependent is/was so disabled/limited by the special need that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

NOTE: The attendant who is authorized transportation under par. U7250-B or U7251-B may be authorized/approved for premium-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See APP A SPECIAL NEEDS definition.

d. Use of premium-class accommodations is not authorized during travel incident to PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c.

3. Travel other than by a usually traveled route must be justified.

4. A member or dependent may not be provided contract city-pair airfares provided under GSA contract (APP P) or any other airfares intended for official GOV'T business for any portion of a circuitous route traveled for personal convenience.

5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3125-C.

6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

7. A member may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.

8. A member may not be reimbursed for travel at personal expense (par. U3120-D) on non-U.S.-certificated ships/aircraft, except as specified in par. U3130-F.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service must:

1. Authorize only travel necessary to accomplish the GOV'T's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the GOV'T's needs are authorized.

U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

A. A member must exercise the same care and regard for incurring expenses to be paid by the GOV'T as would a prudent person traveling at personal expense.

B. A traveler must maintain records to validate individual expenses of \$75 or more and for all lodging costs. All receipts should be maintained as required by finance regulations.

C. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

D. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. ***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.*** Use of lodging facilities in these programs often results in cost savings to the GOV'T. Not all programs are available to all travelers.

U2015 GOV'T TRAVEL CHARGE CARD (GTCC) USE

A. General Policy. "It is the general policy of DoD that the (GTCC) be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other IE, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

B. DoD Policy. *The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR(DoD 7000.14-R), Volume 9, "Travel Policy and Procedures." The [DoD Comptroller Finance Management Regulation](http://www.dtic.mil/comptroller/fmr/) website is found at <http://www.dtic.mil/comptroller/fmr/>.*

- C. Non-DoD Policy. The policies and procedures for the GTCC program are found in Service regulations.
- D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel authorization/order indicating whether transportation tickets ordinarily are purchased using a GTCC CBA or an IBA. *This statement alerts voucher examiners when a transportation cost shows up as a reimbursable expense, and assists in preventing duplicate payments.*

NOTE: [DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 030607](http://www.dod.mil/comptroller/fmr/09/09_03.pdf) (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DoD GTCC may be used. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel authorization/order must be provided to the CTO/TMC before the final ticketing. Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided. A CTO/TMC may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel authorization/order is issued; however, the official who directed the travel is responsible for providing a confirmatory travel authorization/order to the CTO/TMC as soon as possible.

U2020 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). The DTOD:

1. Is the only official source for worldwide PCS and TDY distance information.
2. Replaces all other sources used for computing distance (except for airplanes as in par. U2020-B below).

Effective 1 March 2009

3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to/from foreign locations).

NOTE: All DoD facilities (CONUS and OCONUS) are supposed to be listed in the DTOD. If a facility cannot be located, SDDC should be informed of the missing location. A missing facility can be added to the DTOD system. All feedback should be directed through the [DTOD](http://dtod.sddc.army.mil) website at <http://dtod.sddc.army.mil>.

4. Provides distances which must be rounded to the nearest mile for each leg of a journey.
5. Does **not** apply to the following travel distances that are determined by odometer readings:
 - a. In and around the PDS/TDY sites,
 - b. Between home/office and transportation terminal,
 - c. For short distance moves, within the same city, or
 - d. Round trip travel between home and active duty tour site for an RC member performing active duty when the member commutes under the provisions of par. U7150-A1b.
6. [Website](http://dtod.sddc.army.mil) is found at <http://dtod.sddc.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distance Use. The official distance is used in determining the distance between any two locations in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

U2025 STANDARD CONUS PER DIEM RATE

A. 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](#).

B. The Standard CONUS per diem rate is:

Effective 1 October 2009		
<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$70	\$46	\$116

PART B: TRAVEL AUTHORIZATIONS/ORDERS

U2100 GENERAL

A travel authorization/order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel authorization/order establishes the conditions for official travel and transportation at GOV'T expense, and provides the basis for the traveler's reimbursement. A travel authorization/order should be issued before the travel is performed. Travel reimbursement is not authorized when the travel is performed before receipt of a written or oral authorization/order.

Generally, a written travel authorization/order is not necessary when:

1. Travel is performed within the PDS limits or in the immediate vicinity of such station (local travel), and
2. It is known that the travel claim involves only reimbursement for commercial transportation or MALT for POC use authorized/approved as being to the GOV'Ts advantage.

If a travel authorization/order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

U2105 RETROACTIVE MODIFICATION AND AUTHORIZATION/APPROVAL

Except to correct or to complete an authorization/order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create, deny, or change an allowance ([24 Comp. Gen. 439 \(1944\)](#)). (*Ex: It would be improper to amend a travel authorization/order to 'un-authorize' POC travel, after travel had been completed, that the travel authorization/order had clearly permitted.*) Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. APP A1 for definitions of "authorize" and "approve". Approval after the fact, when permitted, does **NOT** constitute 'retroactive modification' of an authorization/order to create, change, or deny an allowance. Par. U4145 regarding the effect of deductible meals on per diem rates.

U2115 AUTHORIZATION/ORDER FOR TRAVEL AND REIMBURSEMENT

A. Written Authorization/Order. A written authorization/order issued by competent authority is required for reimbursement of expenses incident to official travel. For reimbursement purposes, a written authorization/order that quotes or references an authority authorized to initiate the authorization/order is competent. A written authorization/order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR, 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in a travel authorization/order to expedite processing at rental location).

B. Oral Authorization/Order. An urgent or unusual situation may require that official travel begin or be performed before a written authorization/order can be issued. Under these circumstances an oral authorization/order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written authorization/order. An oral authorization/order:

1. Given in advance of travel,
2. Subsequently confirmed in writing giving the date of the oral authorization/order, and
3. Approved by competent authority

meets the requirement for a written authorization/order.

C. Authorization/Order Not Originated by Competent Authority. The AO must approve a travel authorization/order issued under unusual conditions and not originated by competent authority before travel expense reimbursement.

U2135 ITINERARY VARIATION

A travel authorization/order may include authorization/approval for itinerary variation to permit:

1. Omission of travel to places stated in the travel authorization/order,
2. Changes in the sequence of places to be visited,
3. Changes in the original specified time at a place stated in the travel authorization/order, and/or
4. Travel to additional places not shown in the travel authorization/order.

Generally, the trip purpose and TDY locations are known when a travel authorization/order is issued. Itinerary variation should not be substituted for adequate advance planning. ***This authority does not create a blanket travel authorization.***

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN AUTHORIZATION/ORDER TYPES

A. Amended, Modified, Canceled or Revoked Authorization/Order. When determining the travel and transportation allowances under a PCS authorization/order that is amended, modified, canceled or revoked before the effective date, the authorization/order is effective:

1. When received by the member for travel performed by the member or dependents, or
2. When any transportation of HHG, mobile home or POV transportation is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.

NOTE: Par. U2105.

B. Blanket/Repeat TDY Travel Authorization/Order. A blanket/repeat TDY travel authorization/order does not expire upon the traveler's return to the PDS. It continues in effect until expiration by time limit contained in the authorization/order, by automatic cancellation upon PCS, end of fiscal year, or revocation. The following statements when applicable must be written into the blanket/repeat travel TDY authorization/order.

1. Identification as a "blanket/repeat TDY travel" authorization/order;
2. Authorization for the member to depart at such times and to travel to such locations/places within the specified geographic area, and with such frequency as the member deems necessary;
3. The specific geographic area (e.g., continents, countries, states, etc.) limitations;
4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat travel authorization/order cannot cross fiscal years);
5. The reason(s) making the blanket/repeat TDY authorization/order necessary;
- *6. Estimated TDY travel costs (transportation, per diem, and reimbursable expenses (APP G)) for the period indicated in the blanket/repeat TDY travel authorization/order;
7. Authorization for special conveyance use reimbursement when approved on a travel voucher as being to the GOV'T's advantage, if appropriate;
8. Excess accompanied baggage authorization, if necessary; and
9. Other conditions, limitations, and instructions as appropriate such as the use of GOV'T QTRS/dining facility/mess is required if available to the member. Par. U1010.

NOTE 1: *The blanket/repeat TDY travel authorization/order is not used in DTS.*

NOTE 2: *A blanket/repeat TDY travel authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for one or more specific trips, an authorization/order amendment, containing the necessary separate required statements for each such trip, must be issued.*

NOTE 3: *NOTE 3 does not apply to the Coast Guard. 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/ repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area. Par. U4215.*

C. Time Limitation for a PCS Authorization/Order. Unless otherwise prescribed in JFTR, a member's PCS authorization/order is valid for travel and transportation allowances to the new PDS named in that PCS authorization/order while the authorization/order remains in effect and prior to receipt of further PCS authorizations/orders ([45 Comp. Gen. 589 \(1966\)](#)).

U2145 TIME LIMITATIONS FOR TDY PERIODS (GENERAL)

A. 180-Day Time Limitation

1. Except when authorized under par. U2145-B, a TDY assignment at any one location is limited to 180 or fewer consecutive days ([36 Comp. Gen. 757 \(1957\)](#)).
2. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.
3. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to personnel:
 - a. Under a TDY authorization/order assigned to uniformed units deployed afloat as indicated in pars. U4102-J and U4102-M;
 - b. Assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or
 - c. TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.
4. Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (APP A2, definition of PERMANENT DUTY STATION), except when the course is authorized as TDY under par. U2146-B.

B. TDY Period in Excess of 180 Consecutive Days

1. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate ([38 Comp. Gen. 853 \(1959\)](#)).
2. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the authorization/order is issued.
3. If the situation does not permit determination before authorization/order issuance, the authorization/order may be issued and the case submitted immediately to the appropriate authority who must:
 - a. Approve the authorization/order as written, or

- b. Direct that the authorization/order be amended to:
 - (1) Terminate the duty thereby returning the member to the old station or assigning a new station,
 - (2) Change the assignment from TDY to a PCS, or
 - (3) Fix the period at 180 or fewer days from the reporting date at the TDY station.
4. Authorization/approval to exceed the 180-day TDY limitation is essential. ***If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November, 1976).***
5. If an RC member received a Secretarial waiver IAW par. U7150-A4, a second waiver is not required.
6. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary Concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Combatant commands. ***This authority must not be re-delegated.***

U2146 TIME LIMITATIONS FOR TDY PERIODS (COURSES OF INSTRUCTION)

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General. Course(s) of instruction at a school or INSTALLATION with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled course duration is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par. U2146-B.
2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration ([53 Comp. Gen. 218 \(1973\)](#)).
- Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off ICW a holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.
3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original authorization/order and the additional/extended instruction ([B-143017, 17 June 1960](#); [46 Comp. Gen. 852 \(1967\)](#); 66 id. 265 (1987)).
- Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original authorization/order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the authorization/order extends the scheduled duration beyond 139 days, (100 days remaining on the original authorization/order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension authorization/order. Per diem is no longer payable on/after the date of the authorization/order directing the additional/extended training.

4. Limitations. A member's PCS authorization/order to a course of instruction may not be changed to a TDY authorization/order after arrival at the new PDS, unless the authorization/order was erroneously issued.

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks

1. The Secretary Concerned (without delegation) may authorize a designated course (*excluding initial entry courses*) scheduled for:

- a. 20 or more weeks,
- b. But not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status.

2. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS.

3. The status (either TDY or PCS) of any member, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same. ***Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.***

4. For courses attended by multiple Services, the Secretary Concerned must obtain agreement from the other affected Service Secretaries before changing the course.

C. TDY vs. PCS Status for Training Courses of more than 180 Days. When unusual circumstances (e.g., infrastructure destruction caused by hurricanes, floods, and similar events) require training courses at one location of 181 or more consecutive days to be attended in a TDY status, the Secretary Concerned must obtain authorization/approval from PDTATAC for that specific course or courses to be designated a TDY course.

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PART H: MILEAGE AND MALT RATES

U2600 TDY & LOCAL TRAVEL

A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>	<u>NOTE</u>
Airplane	*\$1.29	*1 Jan 2010	1
Automobile (if no GOV is available)	*\$0.50	*1 Jan 2010	1
Motorcycle	*\$0.47	*1 Jan 2010	1
POC use instead of a GOV'T-furnished vehicle (if a GOV is available) when use of a GOV'T-furnished vehicle is to the GOV'T's advantage	\$0.285	4 Feb 2005	
Partial reimbursement for POC use when the member is committed to use a GOV and a GOV has been procured and is available for the member's use but the member elects to use a POC	\$0.125	4 Feb 2005	

NOTE:

1 For travel performed on or after 1 January 2010.

B. Helicopter and Privately-owned Boat. Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. Pars. U3305-C and U3305-D.

C. POC Use Instead of GOV. Par. U3345 details POC use instead of a GOV.

D. GOV Advantageous POC Rates. GOV advantageous POC rates consist of:

1. \$0.285/mile (fixed cost \$0.16 and variable cost \$0.125) if GOV use is to the GOV'T's advantage, there is a GOV available, but one has not been procured specifically for the member's use.
2. \$0.125/mile (variable cost) when a GOV is directed, has been procured for the member's use, is available for the member's use and the member elects to use a POC.

U2605 PCS TRAVEL

A. General. The MALT amount for authorized POC use during official PCS travel is determined using the official distance for which MALT may be paid under the circumstances as determined IAW the applicable JFTR provisions.

*B. MALT Rate

1. ***Effective 1 January 2010***, the MALT rate per authorized POC is \$.165/mile. The MALT rate in effect from 1 January – 31 December 2009 was \$.24/mile.
2. The \$.165/mile rate is effective for all PCS travel that commences on or after 1 January 2010 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2010 must be paid at the old rate (\$.24/mile) even if the travel was not completed until after 1 January 2010.

4. Par. U5015 clarifies general information and reimbursement ICW MALT.

NOTE 1: *Regardless of the POC type used (except as described in par. U2615), this is the PCS travel MALT rate. Par. U2020 details official distance determination.*

NOTE 2: *Par. U5105-B explains when more than one member travels as an authorized traveler in a POC.*

U2610 CONVERTING KILOMETERS TO MILES

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

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

U2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. Also par. U5510-B.

CHAPTER 3**TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL****Paragraph Title/Contents****PART A: APPLICABILITY AND GENERAL RULES**

U3000	SCOPE A. Applicability B. Transportation Mode
U3001	ALLOWABLE TRANSPORTATION EXPENSES
U3002	DIRECTING TRANSPORTATION MODE A. General B. Travel Reimbursement C. Other Reimbursable Expenses
U3003	AUTHORIZED MODE
U3005	TRAVEL TIME A. Travel by GOV'T Conveyance and/or Common Carriers on GOV'T-Procured Transportation B. Travel by other than Directed Mode C. POC D. Travel by Aero Club E. TDY Travel by Mixed Mode F. Travel by Special Conveyance
U3006	TRAVEL SCHEDULE
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U3015	ACCOMPANIED BAGGAGE TRANSPORTATION A. General B. Authorization/Approval for Excess Accompanied Baggage C. Baggage Cost Payment D. Return of Accompanied Baggage, that was Part of a Troop Movement, to the Member

PART B: COMMON CARRIER TRAVEL

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U3100	GENERAL A. Transportation Policy B. TDY Travel Involving Non-PDS Location(s)
U3105	COMMON CARRIER TRANSPORTATION PROCUREMENT
U3110	PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION REIMBURSEMENT A. General B. GOV'T/GOV'T-Contracted Transportation/in-house or CTO/TMC Is Available C. GOV'T/GOV'T-Contracted Transportation/in-house or CTO/TMC Is Not Available D. Transoceanic Travel-GOV'T/GOV'T-Procured Transportation Is Available

Paragraph Title/Contents

- E. Transoceanic Ferry Fares
- F. Other Reimbursable Expenses

- U3120 ARRANGING OFFICIAL TRAVEL**
- A. CTO/TMC Use
 - B. Requirements
 - C. Non-U.S.-certificated Ship or Aircraft Transportation
 - D. Transportation Reimbursement

- U3122 UNUSED GOV'T-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS**
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- U3125 COMMERCIAL AIR TRANSPORTATION**
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 - B. Service Class
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SECTION B3: COMMERCIAL SHIP TRANSPORTATION

- U3130 COMMERCIAL SHIP TRANSPORTATION**
- A. General
 - B. Commercial Ship Use Authorization
 - C. Ship Accommodations
 - D. Authorization/Approval for More Costly Ship Accommodations Use at GOV'T Expense
 - E. More Costly Ship Accommodations Use
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SECTION B4: TRAIN TRANSPORTATION

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- A. Policy
 - B. Train Class Accommodations
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 - D. First-class Train Accommodations Use
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- U3200 GOV'T CONVEYANCE USE ON TDY**
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- U3210 AERO CLUB AIRCRAFT USE ON TDY**
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- U3300 TDY BY POC**
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 - C. Departure from PDS on TDY
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- U3510 TRAVEL AT THE TDY LOCATION**
 - A. Travel Points
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- U3535 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**
 - A. General
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PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

- U3550 GENERAL**

SECTION 1: GENERAL

U3100 GENERAL

A. Transportation Policy

1. General. *It is GOV'T policy that economy-class (less than premium-class) accommodations should be used for all passenger transportation modes.* Pars. U3125, U3130, and U3135 for exceptions.
2. Prudence. Each member must and each dependent should exercise the same care in incurring expenses paid by GOV'T funds as a prudent person would when traveling on personal business at personal expense.
3. GSA City-Pair Program/Airfares. APP P. *Contract city-pair program regulations are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.cfm>.*
4. Official Travel. Transportation procured and/or paid for by the GOV'T may be used only for that portion of a trip properly chargeable to the GOV'T. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
6. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel-related regulations.
- *7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). Par. U2000-A2c for medical reasons/justification for premium-class accommodations. A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.
8. Foreign Flag Reimbursement. *Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.*
- *9. Dependent Seating. Each dependent is authorized a seat.
10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) airlines do not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. **NOTE 1: This does not apply to AMC Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation.** **NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.**

B. TDY Travel Involving Non-PDS Location(s). A member on a TDY authorization/order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a **non-PDS** location:

1. The member is responsible for all excess travel/transportation costs; and
2. Constructed costs for each trip leg must be based on the non-capacity-controlled city-pair airfare, if available (not the capacity-controlled city-pair if both airfares are available).

NOTE: Par. U4105-F for TDY travel/transportation allowances when a TDY authorization/order is received while a member is on official leave.

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program, APP P.

U3110 PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION REIMBURSEMENT

NOTE 1: Throughout par. U3110, users must remember that it is **MANDATORY DoD and NOAA Corps policy to use CTOs for all official travel transportation requirements. The payment options provided below should in no way be interpreted to suggest that use of other than the CTO/TMC is authorized or encouraged. The payment options are provided for situations when the CTO/TMC cannot be used. Par. U1055 applies to those who violate policy.**

NOTE 2: *The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member is reimbursable under APP G. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation through other than a CTO/TMC is reimbursable under APP G.*

A. General. Except for PCS transoceanic travel (par. U5108-A), when a specific transportation mode is directed, a member, who must procure transportation without benefit of using a CTO/TMC, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the member is authorized transportation cost reimbursement in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost in pars. U3125, U3130 and U3135. Ch 3, Part D when the transportation is partly by POC. If a member uses GOV'T-procured transportation for part of a journey (par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost. ***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.***

*B. GOV'T/GOV'T-contracted Transportation/In-house or CTO/TMC Is Available. When GOV'T/GOV'T-contracted transportation/in-house or CTO/TMC (APP A1 for definition) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel authorization/order, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points. For air transportation, constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination (e.g., There is often no city-pair airfare connecting origin and destination. Several policy airfares (APP A) (between several origins/destinations) must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city-pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city-pair airfare.), the constructed transportation cost is limited by the policy-constructed airfare (with the par. U3125-B1h exception). YCA city-pair airfare transportation is presumed available if there is a city-pair airfare established between the origin and destination points (as opposed to combining airfares, city-pair or otherwise between origin and destination).

C. GOV'T/GOV'T-contracted Transportation/In-house or CTO/TMC Is Not Available. When GOV'T/GOV'T-contracted transportation/in-house or CTO/TMC (APP A for definition) service is not available and the traveler procures common carrier transportation at personal expense, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed commercial transportation cost between authorized points. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

D. Transoceanic Travel - GOV'T/GOV'T-procured Transportation Is Available. When travel by GOV'T/GOV'T-procured transportation is authorized (*except member PCS transoceanic travel - par. U5108-A*) and transoceanic travel is performed by common carrier at personal expense, the traveler is authorized reimbursement for the transportation NTE the amount that would have been paid for the available GOV'T/ GOV'T-procured transportation. If both GOV'T and GOV'T-procured transportation are available, the lower priced mode is the maximum reimbursement measure. When GOV'T/GOV'T-procured transportation is not available, the traveler is authorized reimbursement for the transportation (par. U3120 regarding mandatory CTO/TMC use) cost NTE the policy-constructed airfare (APP A) available over the direct route between the origin and destination. If air travel is medically inadvisable, par. U3130.

E. Transoceanic Ferry Fares. When a traveler on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the GOV'T, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3120 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy

a. *It is DoD mandatory policy that a DoD Uniformed Service member use an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110. A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense without prior proper authorization.*

b. *A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.*

NOTE: This does not establish the _CA airfare as the basis for policy-constructed airfare – that remains the YCA airfare.

2. Service Regulations. Service regulations for CTO/TMC use information.

3. Failure to Follow Regulations

a. A command/unit is expected to take appropriate disciplinary action when a member and/or an AO fails to follow the regulations concerning CTO/TMC use. Par. U1055.

b. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a member and/or AO acquires/allows a YCA airfare to be acquired when there is a _CA airfare available that meets mission needs. [CBCA 1511-TRAV, 7 May 2009](#).

c. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. Par. U3120-A4 for the exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. *Reimbursement is not allowed when the member does not follow the regulations for foreign flag carriers (par. U3125-C5) and directed transoceanic transportation. Par. U3110-A NOTE, and par. U5108-A.*

B. Requirements

1. When making travel arrangements, travelers should use the following:
 - a. A CTO/TMC (APP A1), or
 - b. In-house travel offices, or
2. All travel arrangements must be made IAW:
 - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
 - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
 - c. Service regulations that supplement the DoDD and the DoDI.

C. Non-U.S.-certificated Ship or Aircraft Transportation. Transportation on a non-U.S.-certificated ship or aircraft must **not** be authorized/approved unless the par. U3125-C or U3130-F conditions are met.

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (APP A1) airfare that meets mission requirements.

NOTE 1: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation by other than a CTO/TMC is reimbursable under APP G.

NOTE 2: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the GOV'T/GOV'T procured transportation cost.

NOTE 3: DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DoD GTCC may be used. Charging for personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant travel authorization/order must be provided to the CTO before the final ticketing. Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel authorization/order is issued; however, the official who directed the travel is responsible for providing a confirmatory travel authorization/order to the CTO as soon as possible.

U3122 UNUSED GOV'T-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. A member who returns unused GOV'T-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Ch 3 and Chs 4 and 5 if otherwise authorized.

B. Cost to the GOV'T Involved. When cost to the GOV'T is involved, the cost for any sleeping or parlor car accommodations furnished and used, and/or the cost of shipping baggage on tickets without the passenger must be deducted from the amount otherwise payable to the member in par. U3122-A for the travel involved.

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SECTION 2: COMMERCIAL AIR TRANSPORTATION

U3125 COMMERCIAL AIR TRANSPORTATION

*A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. **Official transportation arrangement through an available CTO is mandatory.** Par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T or GOV'T-procured transportation under this Part. **NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.**

*B. Service Class

1. General. GOV'T policy is that:

a. Each member and/or dependent must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, any R&R, FEMLE, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, par. U2000-A2a) and substantiated to justify premium-class transportation.

b. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach-class accommodations.

c. The AO may authorize/approve the following:

(1) "Economy Plus/Coach Elite/Etc. Seating". The AO must be able to determine that, at the time of travel, the additional cost of 'Economy-plus/etc.' accommodations are/were in the GOV'T's interest and/or necessary because the member and/or dependent is/was limited by a special need that other lesser-cost economy/ coach accommodations cannot/could not be used to meet. **APP A for SPECIAL NEEDS.**

(a) This style of seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

(b) 'Economy-plus/Coach Elite /etc., seating' accommodations include any seating in economy/ coach-class provided to the general public for an additional fee. **'Economy-plus/Coach Elite/etc., seating' service may vary from airline to airline and use various names but is in the economy/ coach cabin and should not be confused with premium-class travel.** In addition to any designated 'Economy-plus, etc.' seating areas, aisle, window, exit row, or bulk-head in the economy/coach cabin may also have additional costs depending on the airline and the expenditure of additional GOV'T funds to specifically get a seat assignment in one of these seats must be authorized/approved as being in the GOV'T's interest.

(2) Advance Seat Assignment: Any advance seat assignment (not the seat 'type', but merely getting ANY reserved seat) in an airliner cabin in which the traveler is authorized/approved to travel at GOV'T expense when the airline charges an additional fee for an advance seat assignment to the general public. Having that seat assignment is to the GOV'T's advantage for official travel or when a member and/or dependent is regarded as having a special need. **APP A for SPECIAL NEEDS.**

d. A member/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for 'Economy-plus/ Signature-seating/advance-seat-assignment' costs on legs of travel to/from personal (as opposed to official) destinations. Par. U2010.

e. First-class accommodations may be used at GOV'T expense only as permitted in par. U3125-B3.

f. Business-class accommodations may be used at GOV'T expense only as permitted in par. U3125-B4.

- g. Par. U2000-A2a regarding authorizing premium-class transportation before or after travel.
- h. If an airline flight has only two classes of service (i.e., two ‘cabins’) with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy airfares are available in the ‘economy’ cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is ‘economy’.
- i. Less than minimum standards may be authorized as permitted in par. U3100.

NOTE 1: Commands must not permit CTOs to issue travelers premium-class tickets without prior proper authorization.

NOTE 2: Specific justification and the paragraph reference number detailed to the “specific” reason for travel must be placed on a travel authorization/order (par. U2000-A2a) for premium-class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (APP A, BLANKET TRAVEL AUTHORIZATION/ORDER for an exception concerning a Blanket Travel Authorization/Order that requires individual amendments for each trip requiring premium-class transportation to be provided.)

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a member and dependents if any criteria in par. U3125-B3 are met. (DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for a DoD member).

- (1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.
- (2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.
- (3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. Re-delegation may be no lower than to the three-star major commanders.
- (4) The Secretary of Health and Human Services (for Public Health Service officers).
- (5) The Director, NOAA Corps (for NOAA Corps officers).
- (6) The Coast Guard Commandant or Vice-Commandant (for a Coast Guard member).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approving authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain authorization/approval for their own business-class travel from the next higher approval authority. Par. U2000-A2b.

c. Premium Class Authorization/Approval Authorities

	First Class (DoDD 4500.9)	Business Class
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (APP H2, Sec C, for a first-class decision support tool.)

a. Lower class accommodations are not reasonably available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member’s proposed departure time, and scheduled to arrive within 24 hours before the member’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the member’s required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When par. U3125-B3a is used to justify premium-class accommodations, the AO must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/ reporting time in these cases is not mission critical.

b. Medical Reasons. First-class may be considered for use when and if business-class transportation is not available. Par U2000-A2c.

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than first-class accommodations would entail danger to the member's life or GOV'T property.

(2) Agents of protective details accompanying individuals authorized to use first-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

d. When required by the mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal GOV'T officials (*not applicable to NOAA*). For DoD, the approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director. Business-class should be used if available.

e. Regularly Scheduled Flights. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

f. Non-Federal Source. When a non-Federal source makes full payment for the transportation services in advance of travel (the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DoD Services.) One of the preceding criteria also must be met (par. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, or U3125-B3e. The travel authorization/order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of an armed forces member accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). Ch 7, Part U.

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. Par. U4325 about scheduling travel and ***NOTE 1*** in par. U4326 on rest periods. Par. U2000-A2. APP H3, Sec C, for business-class decision support tool. Business-class accommodations may be authorized/approved when:

a. Space is not available in economy/coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed. When “space is not available in economy/coach-class” is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel authorization/order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between economy/coach and business class. ***Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations.*** When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Economy/coach accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY authorization/order on which return transportation in premium-class accommodations is not required must require economy/coach class accommodations use for the return flight. Par. U2000-A2d.

b. Par. U2000-A2c for medical reasons.

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than business-class accommodations would entail danger to the member's life or GOV'T property.

(2) Agents of protective details accompanying individuals authorized to use business-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages.

d. When required by the mission, this criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign government's traveling to the U.S. to consult with U.S. Federal GOV'T officials (***not applicable to NOAA***). The approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

f. When a non-Federal source makes full payment for the transportation services in advance of travel (the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DoD Services.) The travel authorization/order must state that transportation services have been paid in advance by a non-federal source.

g. Economy/coach-class accommodations on non-U.S.-certificated carriers do not provide adequate sanitation or meet health standards and non-U.S.-certificated carrier service use is authorized/approved IAW the Fly America Act. Par. U3125-C for rules governing U.S.-certificated carrier use.

h. Business-class accommodations use would result in an overall savings to the GOV'T based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting economy/coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel authorization/order.

i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, *and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work.* NOTE 2 below.

NOTE 1: The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using length of flight to justify business-class accommodations, the business-class authorizing/approving official must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between economy/coach-class and business-class accommodations.

NOTE 2: The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.

NOTE 3:

(1) *The member or dependent is not eligible for business-class accommodations at GOV'T expense, if:*

(a) *A ‘stopover’ en route, regardless of who pays the expenses during the ‘stopover’, is an overnight stay,*

(b) *A rest stop en route is authorized, or*

(c) *An overnight rest period occurs at the TDY location before beginning work.*

(2) *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.*

(3) *On TDY travel, the 14-hour rule (in par. U3125-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.*

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

j. Congressional travel. Travel of an armed forces member accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). Ch 7, Part U.

k. Required by Another Country's Government Regulations, MOU/MOA/SOFA. Travel of personnel employed by a another country's government if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the GOV'T's interest.

5. Documentation Requirements. APP H for document requirements/procedures.

a. Authorization/Order. Par. U2000-A2a.

b. Travel Certification. The member must certify, on the travel authorization/order, or by travel authorization/order attachment, the reason(s) for the use of premium-class airline accommodations. ***Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. U3125-B3 and U3125-B4.*** Specific authorization/approval, including which specific condition(s) was met, and the cost difference between the premium- and economy/coach-class, must be attached to, or stated on, the travel authorization/order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the member must certify these circumstances on a travel authorization/order attachment. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is personally financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the premium-class cost of transportation used and the transportation class for which the member or dependent was eligible.

C. U.S.-certificated Air Carrier Use

NOTE 1: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employee, or their dependents. A Uniformed Service member, DoD civilian employee, and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. U3125.

NOTE 2: The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (GSBCA 16632-RELO, 15 July 2005)).

1. Requirements. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. U3125-C3, U.S.-certificated air carrier service is available if the:

a. Carrier performs the required commercial air transportation, and

b. Service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,

(2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,

(3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or

(4) The only U.S.-certificated air carrier service available between points in the CONUS (or non-foreign OCONUS location) and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

NOTE: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the U.S.-certificated air carrier flight number must be used on the ticket to qualify as a U.S.-certificated air carrier. If the non-U.S.-certificated air carrier flight number is used on the ticket, the ticket is on a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

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

a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the GOV'T and the another country's government are parties, and which the Department of Transportation has determined meets the Fly America Act requirements.

b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S.-certificated air carrier service may be used, but only to or from the *nearest* interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.

c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).

d. Non-U.S.-certificated air carrier service would be three hours or less, and U.S.-certificated air carrier use would at least double en route travel time.

e. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a another country's GOV'T (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: Security Assistance Management Manual, DoD 5105.38-M, Chapter 4, par. C4.5.12, when travel is on Security Assistance Business.***

f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.

g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S.-certificated air carrier must be used on every route portion in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:

- (1) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
- (2) Extend travel time by at least 6 hours or more; or
- (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the DoS. Determination and authorization/ approval of non-U.S.-certificated air carrier use based on a threat against GOV'T employees or other travelers must be supported by threat(s) evidence that forms the determination basis and authorization/approval.***

k. Only first class accommodations can be furnished by a U.S.-certificated air carrier but less than first-class accommodations are available on a non-U.S.-certificated air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-U.S.-certificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/ leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) (56 Comp. Gen. 629 (1977)).

n. The traveler's transportation is paid for in full by a non-Federal source IAW the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or service regulations for non-DoD Services.

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial air transportation on a non-U.S.-certificated air carrier may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the travel authorization/order and/or GOV'T travel procurement document, made IAW Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S. flag ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S.-certificated air carrier use must be selected. Schedule selection is made using the following guidelines when:

(1) U.S.-certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;

(2) U.S.-certificated air carrier service is not available at origin or an interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;

(3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air service between the CONUS (or non-foreign OCONUS) location, and a foreign OCONUS location, the travel should be rerouted so that available U.S.-certificated air carriers are used.

b. Selecting a Schedule. The following example applies par. U3125-C4a when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

Schedule I
Monday/Tuesday/Thursday/Saturday/Sunday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Non-U.S.
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Non-U.S.
Arrive:	Stuttgart	1410	

Schedule II
Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1940	

Schedule III
Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200	

Schedule IV
Daily (except Saturday)

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200	

Using par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I. 55 Comp. Gen. 1230 (1976).

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

SECTION 4: TRAIN TRANSPORTATION

*U3135 TRAIN TRANSPORTATION

*A. Policy. A traveler who travels by train must use coach-class accommodations, except when premium-class service is authorized IAW this Section and APP H. When adequate reserved coach-class accommodations are available, an AO must require those accommodations be provided. For overnight travel, a traveler must be provided slumber coach sleeping accommodations, or the lowest sleeping accommodations class available on a train that does not offer slumber coach accommodations.

B. Train Class Accommodations

1. Coach-class. The basic accommodations class offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

2. Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

*3. Premium-class. Any accommodations class above coach, e.g., first-class or business-class.

*a. First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

*b. Business-class. A service class offered on AMTRAK Acela or Metroliner extra fare train service that is offered above coach class, but is lower than first-class, as described in par. U3135-B3a.

****NOTE: If a train only has two accommodations classes available, i.e., first- and business-class, then the business-class (lowest class offered) becomes coach-class for the purpose of official travel.***

C. AO Authorization/Approval. The AO can authorize/approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

*2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is to the GOV'T's advantage or is required for security reasons. Extra-fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train. When an extra-fare train is authorized/approved by the AO, it is to the GOV'T's advantage. No further agency approval is needed except for the U.S. Coast Guard. ***NOTE*** below. If the lowest class available is first-class, the AO must comply with the par. U2000-A2 requirements for a premium-class travel authorization/ order. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only IAW pars. U3135-D and U3135-E.

3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T's advantage or is required for security reasons. The lowest service class available is to the GOV'T's advantage and no further agency authorization/approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the par. U2000-A2 requirements for a premium-class transportation annotation on the travel authorization/order. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO (***NOTE*** for U.S. Coast Guard) may authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only IAW pars. U3135-D and U3135-E.

NOTE: Premium-class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.

D. Premium-class Train Accommodations Use. *APP H includes the Premium-class decision support tool and procedures.*

1. Authorization/Approval. The premium-class authorizing/approving authority official in par. U3125-B may authorize/approve the premium-class train accommodations use except for travel using Coast Guard funds. Only the Coast Guard Commandant/Vice Commandant may authorize/approve premium-class accommodations use when Coast Guard funds are being used (par. U2000-A2b).

2. Requirements. Par. U2000-A2a.

E. Circumstances. (OMB Bulletin 93-11, 19 April 1993) Premium-class train accommodations may be authorized/approved only when:

1. To the GOV'T's Advantage and No Coach-class Train Accommodations Are Reasonably Available. "Reasonably available" means available coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" must also be based on slumber coach sleeping accommodations availability. "Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.

*2. Use of Premium-class Accommodations Is Necessary to Accommodate a Medical Disability/Special Need. Par. U2000-A2c and APP H4.

*a. A disability must be certified every six months in a written statement by a competent medical authority. When unforeseen circumstances preclude recertification an AO may approve a onetime extension NTE 30 days. If the disability is a lifelong condition, then a certification statement is required every two years. Certification statements must include at a minimum:

(1) A written statement by a competent medical authority stating special accommodation is necessary;

(2) An approximate duration of the special accommodation; and

(3) A recommendation concerning the appropriate transportation accommodations class based on the disability.

*b. A special need must be certified every six months in writing IAW par. U2000 and APP H. If the special need is a lifelong condition, then a certification statement is required every two years;

*c. If an accompanying attendant is authorized IAW pars. U7250-B or U7251-B, and the attendant's services are required en route, the attendant may be authorized/approved to use Premium-class accommodations.

*3. Exceptional Security Circumstances Requiring Premium-class Rail Accommodations. These circumstances should only be authorized to the minimum Premium-class accommodation necessary to meet the mission.

Examples are:

a. A traveler whose coach-class accommodations use would endanger the traveler's life or GOV'T property,

- b. An agent of a protective detail accompanying an individual authorized to use Premium-class accommodations, and
 - c. A courier and a control officer accompanying controlled pouches or packages.
4. Coach-class accommodations on an authorized/approved foreign country rail carrier do not provide adequate sanitation or meet health standards.
- *5. Required because of agency mission.

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PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. Part F for non-PCS/TDY transportation expenses incurred in and around duty stations.

*U3405 REIMBURSABLE EXPENSES

A member may be reimbursed for transportation-related reimbursable expenses described in this Part (and APP G) which are incurred for travel between two points that are a separate journey (par. U3010) when TDY mileage is not payable, even though the member begins or ends in a TDY mileage status during the same calendar day. A member who is paid TDY mileage for the entire journey may not be reimbursed for reimbursable transportation expenses.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/From Transportation Terminal. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. Between a transportation terminal and limousine service terminal.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi/limousine fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An AO may authorize/approve a special conveyance when to the GOV'T's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. Par. U3310-A.

B. Selecting a Rental Vehicle

1. [Defense Transportation Regulation \(DTR\), \(DoD 4500.9-R\) Part I, Passenger Movement, Chapter 106, Policy](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf) (website address: http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf)

a. *It is mandatory, within DoD and in the NOAA Corps, to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*

b. The lowest cost rental service that meets the mission requirement must be selected when selecting commercially rented vehicles.

c. Use of a company and rental car location participating in the [DTMO](#) rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. ***NOTE: To view appropriate rental car companies and rates go to the [DTMO](#) website at <http://www.defensetravel.dod.mil> and click on Car/Truck Programs in the left-hand column. A vehicle listed in the rental car agreement on the [DTMO](#) website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T and should not be rented for official GOV'T travel. Usually, there is at least one company listed that has a vehicle necessary for official GOV'T travel and this company should be used.***

Example: Rental Car Company A may have a standard SUV to rent listed on the [DTMO](#) website. If this type SUV is rented, it is covered under the DTMO rental car agreement and has full liability and vehicle loss and damage insurance coverage for the GOV'T traveler traveling on official GOV'T business. However, Rental Car Company B may not list any SUVs on the [DTMO](#) website but may have an SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents an SUV from Rental Car Company B who does not have SUVs listed on the DTMO website as participating vehicle under the DTMO rental car agreement, the SUV is not covered with liability and vehicle loss and damage insurance coverage and should not be rented for official GOV'T travel.

d. A traveler disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car costs before reimbursement is allowed.

e. [DTR, Part I, Chapter 106](#) and Service regulations for policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies.

2. [DTMO Policy](#) (website address: <http://www.defensetravel.dod.mil>)

a. [DTMO](#) vehicle rental agreements apply to all DoD components and activities and non-Defense GOV'T Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Defense Travel Management Office (DTMO)
Commercial Travel Division
Travel Management Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

or via the DTMO website at <http://www.defensetravel.dod.mil>.

3. [Reimbursement](#). When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

4. [Non-DoD Services](#). Service regulations for CTO/TMC use ICW rental cars.

C. [Special Conveyance \(Includes Aircraft\) Reimbursement](#)

1. [Reimbursable Expenses](#)

a. ***It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

- b. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.
- c. When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G:
- (1) Rental cost, tax and local assessments on rental vehicle users, necessary gas and oil, aircraft landing and tie-down fees, and transportation to and from the rental facility.
 - * (2) Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day GARS called for in the DTMO rental car agreements; garage (POC parking is a reimbursable expense – APP G), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
 - (3) Mandatory rental car insurance coverage required in foreign countries.
 - (4) A claim for damage to a rental vehicle, while the vehicle is being used for official business, may be reimbursable to the traveler or the rental car company when appropriate as a miscellaneous reimbursable transportation expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Chapter 4, (found at <http://www.dtic.mil/comptroller/fmr/>) or appropriate Service directives for the non-DoD Services.
- d. The AO has authority to authorize/approve the following rental-related expenses when a special conveyance/rental vehicle is authorized/approved for official business. **Reimbursement for purchase of any items is not authorized.**
- (1) Snow tires and similar non-standard equipment necessary for travel by the GOV'T renter, may incur additional charges which are reimbursable when authorized in the travel authorization/order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed.
 - (2) Global Positioning System (GPS) rental when necessary for the official use.
 - (3) Toll Collection Transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). **Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable unless the AO can determine it was necessary for official business.**

2. Rented Automobile Insurance

NOTE: Par. U3415-B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel.

- a. Insurance Cost. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:
- (1) The insurance is required by the rental agency in a foreign area or country to provide full coverage insurance but only when renting an automobile, or
 - (2) Certain classified special operations are involved.

b. Rented Motor Vehicle Damage. A member may be reimbursed for personal funds paid to car rental companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to car rental companies instead of to the member, if appropriate. In either case, the reimbursement is a miscellaneous reimbursable transportation expense. *Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.*

c. Damage Claims. Requests from a member, or from a rental company for reimbursement or payment should be documented and submitted IAW the DoDFMR, Volume 9, Chapter 4, (*found at website <http://www.dtic.mil/comptroller/fmr/>*), or appropriate Service regulations for the non-DoD Services. Statements, itemized bills, and an accident report are typical requirements ([47 Comp. Gen. 145 \(1967\)](#)).

3. Special Conveyance Receipts. Par. U2500-B.

NOTE:

1. A traveler is not reimbursed for rental car insurance coverage purchased in the United States or in a non-foreign OCONUS location regardless of from whom the rental car is rented.

2. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.

3. Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Agreements in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is the only vehicle covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one company listed that has a vehicle necessary for official GOV'T travel and this company should be used.

D. To/From Transportation Terminals. The member:

1. May be authorized/approved special conveyance use for travel to and from local transportation terminals;
2. May be authorized/approved special conveyance use to, from, and between transportation terminals, other than local terminals, by the AO when neither public nor GOV'T transportation between the terminals meets the ordered travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from transportation terminals.

E. Between Duty Stations. The AO may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the GOV'T. Reimbursement is authorized for the total expense incurred in the conveyance use. *Par. U5105-A for rental vehicle use on a PCS.*

F. Special Conveyance Use in and around PDS or TDY Station. Part F for reimbursement for special conveyance use within and around the PDS and TDY station.

G. Limited to Official Purposes. Special conveyance use is limited to official purposes, including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):

1. Duty sites,
2. Lodgings,

3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. Between places of residence, lodging, or duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the member's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the member's residence on the return day from TDY.

U3430 COURTESY TRANSPORTATION USE

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

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

U3500 GENERAL

A. Authority. Service-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 3, Parts B, C, D, and E, and Ch 4.

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 in a written directive.***); or
3. Separate cities, towns, or uniformed service facilities adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

For DOD - 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 to define a local commuting area ([59 Comp. Gen. 397 \(1980\)](#)).

C. Control and Delegation

1. A commander/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 order/authorization, 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. Reimbursable Expenses. APP G.

E. Travel to and from Medical Facilities

1. Official Ordered Travel at GOV'T Expense

a. A member ordered to a medical facility within the local area to:

- (1) Take a required physical examination, or
- (2) Obtain a medical diagnosis and/or treatment,

is on official business and must be reimbursed for the transportation, unless GOV'T transportation is provided.

b. Ordered travel includes additional visits if the visits are part of the required physical examination.

2. Unofficial Travel at the Member's Expense. *A member who voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.*

U3505 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 usual official duty hours.

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 (par. U2600) 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. APP G.
- c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.

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

- a. Par. U3320 for travel to/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 the POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;
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 ordinary 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 work 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 the ordinary POC commute).

U3510 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. U3505-C.

U3535 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).*

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

Ch 2, Part F.

CHAPTER 4

TEMPORARY DUTY TRAVEL (TDY)

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U4100 GENERAL

Per diem is designed to offset the costs of lodging, M&IE incurred while performing travel, and/or TDY away from the PDS. Per diem is payable for whole days, except for PDS departure/return days that are reimbursed IAW par. U4147. *The per diem rate is determined based on the TDY location, not the lodging location.* Par. U4129-G if neither GOV'T QTRS nor commercial lodgings are available at the TDY location.

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 front gate location for the reservation, station or other established area. Refer to the [U.S. Census Bureau website \(http://quickfacts.census.gov/cgi-bin/qfd/lookup\)](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 (par. U2025).*

U4101 WHEN IS PER DIEM AUTHORIZED

Unless otherwise specifically provided for or restricted in JFTR, the per diem prescribed in this Part applies for all TDY periods, and related travel, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS authorization/order,
4. Delays to qualify for reduced travel fares (par. U4326-E).

U4102 CIRCUMSTANCES IN WHICH PER DIEM IS NOT AUTHORIZED

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

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. Par. U7225 when on leave during a CONTINGENCY OPERATION TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

NOTE: *A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day (par. U5160).*

C. When PCS 'MALT-Plus' Per Diem Is Paid. A member is not authorized 'Lodgings-Plus' per diem for any day that PCS 'MALT-Plus' per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the PDS limits. This does not preclude per diem payment on the departure day from or return day to the PDS ICW TDY away from the PDS. Ch 3 for transportation allowances. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and lodgings necessarily procured within the PDS limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per

diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent residence at the old PDS and was in temporary lodgings during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS ([B-161267, 30 August 1967](#)). Example: A member departs the Pentagon (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 signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment. This does not preclude per diem 'IE' payment IAW par. U1035 for a member hospitalized at the PDS.

E. TDY within the PDS Local Area (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the PDS local area (outside the limits) as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be paid under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. Par. U3001 for transportation allowances. This does not preclude per diem 'IE' payment IAW par. U1035 for a member hospitalized within the PDS local area.

F. Round Trip within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed IAW par. U4510 when the member is required to procure a meal/meals at personal expense outside the PDS limits. Ch 3 for transportation allowances.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an authorization/order directing no/limited reimbursement (par. U4102-O) are not authorized per diem except as noted in par. U4102-P. Occasional meals or QTRS necessarily procured are paid under par. U4510.

H. Navigational and Proficiency Flights. **A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized at the member's request.**

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS authorization/order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's home port and no further travel is performed away from the home port under that authorization/order ([57 Comp. Gen. 178 \(1977\)](#)).

J. TDY or Training Duty aboard a GOV'T Ship. A member is not authorized per diem for any TDY period or training duty aboard a GOV'T ship when both GOV'T QTRS and dining facility/mess are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. **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 member's PDS and/or returns to the port at the PDS.** The TDY training duty is unbroken when a member transfers between GOV'T ships at the same place and the transfer is made within a 10-hour period. When lodgings are required to be retained at the same or a prior TDY location, reimbursement for the lodgings cost is IAW par. U4135.

K. Aboard Ship Constructed by a Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When lodgings are required to be retained at the same or a prior TDY location, reimbursement for the lodgings cost is made under par. U4135.

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

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either GOV'T QTRS at no charge and/or GOV'T meals at no charge for an enlisted member, were not available during stated field duty periods.
2. Member is participating in the operation advance planning or critique phase.

3. Secretary Concerned authorized per diem payment to a member who is performing field duty while in a travel status IAW par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Par. U4102-L does not prohibit reimbursement under par. U4510 for occasional meals or lodgings necessarily procured. ***NOTE: Par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

M. TDY aboard Foreign (Non-government) Ship. A member is not authorized per diem for any TDY period aboard a non-government foreign ship when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day. If a member is required to retain unoccupied lodgings at the location where TDY was performed just before performing duty aboard a non-government foreign ship, reimbursement for the lodgings cost must be made under par. U4135.

N. Member in a Missing Status. A member is not authorized per diem after 2400 of the day the member is officially carried as, or determined to be, absent in a missing status under the Missing Persons Act ([44 Comp. Gen. 657 \(1965\)](#)).

O. Members Traveling Together. 'Members traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the members' authorization(s)/order(s) direct(s) limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the members. ***No per diem is payable on days members travel when the authorization(s)/order(s) direct(s) limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include per diem for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or lodgings are not available, occasional meals and lodgings are paid IAW par. U4510. Limited reimbursement refers to reimbursement for occasional meals and lodgings.

P. Straggler. A member, who becomes separated from the others while traveling as one of several members traveling together under an authorization/order directing limited or no reimbursement, must be provided for in the manner prescribed in Ch 7, Part N.

U4105 PER DIEM PAYABLE IN SPECIFIC CASES

A. TDY ICW Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY ICW fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authority ends on the date the member's assignment is changed from TDY ICW fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship ICW ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/ decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the GOV'T.

B. Travel by U.S. or Foreign Government Ship for 24 or More Hours

1. Member Not Charged for Meals. A member is not authorized per diem when traveling aboard a U.S. or foreign government ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized under par. U4105-C.

2. Member Charged for Meals. A member traveling aboard a U.S. or foreign government ship, other than an oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the authorization/order the circumstances warranting the rate.

D. Field Duty. The Secretary Concerned may authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS. This rate is paid in lieu of the prescribed rate regardless of the OCONUS location and may be paid during a period that would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization/order. The authorized rate should be paid for the specified time period and be such that the total per diem paid during the entire period that the member is subject to the authorized rate is about equal to the per diem rate that would have been received for the same period, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary Concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the appropriate Department headquarters or to a commander of an appropriate naval systems command headquarters, but there may be no further re-delegations. ***NOTE: Par. U4800-E for a member TDY within a Combatant Command or Joint Task Force AOR.***

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death NTE the ordered travel official distance.

F. Ordered to TDY while on Leave. ***Par. U4105-F applies only if the need for the TDY is unknown to the member prior to the member's departure on leave.*** If the TDY is known by the member before departure on leave, the member 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 point if the TDY requirement is known before leave is begun (APP P2).***

1. TDY at Leave Point. A member on leave away from the PDS, who receives a TDY authorization/order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the authorization/order.

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY authorization/order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the authorization/order is received, whichever applies), and the TDY location (par. U3100-B). TDY allowances are payable at the TDY location.

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY authorization/order at other than the leave point, is authorized transportation and per diem for travel from the:

- (1) Leave address (or place at which the authorization/order is received, whichever applies), to the TDY station (par. U3100-B), and
- (2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address or to the place at which the authorization/order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and
- (2) Leave address or place at which the authorization/order is received, as applicable, to the TDY station; and
- (3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Authorization/Order Canceled while the Member Is en route to a TDY Station. If a TDY authorization/order is canceled while a member is en route to a TDY station, round trip travel and transportation allowances are authorized from the PDS (or residence, as appropriate) to the point at which the cancellation notification was received (includes a leave point) and return to the PDS, NTE the round trip distance from the PDS to the TDY station. ***Per diem is not authorized for any day on which member was in a leave status (51 Comp. Gen. 548 (1972)).***

H. TDY within the PDS Limits. Travel and transportation allowances are authorized for a member performing TDY (other than at the member's residence or normal duty location) within the PDS limits when authorized by competent authority. ***Par. U4105-H allowances are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal GOV'T property provided overnight accommodations are used by reason of such duty.*** Ch 3 for transportation allowances.

I. CONTINGENCY OPERATION Flat Rate Per Diem. The Secretary Concerned may authorize a CONTINGENCY OPERATION flat rate per diem for a member assigned TDY to a CONTINGENCY OPERATION for more than 180 consecutive days at one location. The CONTINGENCY OPERATION flat rate per diem is equal to 55% of the applicable maximum locality [per diem rate](#). Retroactive application of this authority to an existing travel authorization/order dated prior to par. U4105-I effective date of 1 February 2008 violates par. U2105. Except to correct or to complete an authorization/order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create, deny, or change an allowance ([24 Comp. Gen. 439 \(1944\)](#)) (APP A).

1. Limitations. The following circumstances may affect per diem reimbursement.

- a. Retained lodging expenses during a member's authorized absence (pars. U7225 and U7226).
- b. CONTINGENCY OPERATION flat rate per diem applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodgings-Plus' method, for that area applies.
- c. Dual lodging (par. U4135).

2. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a CONTINGENCY OPERATION flat rate per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.

3. CONTINGENCY OPERATION Per Diem Exception. The Secretary Concerned or authorized delegated authority may adjust the CONTINGENCY OPERATION flat rate per diem when the 55% rate is determined to be insufficient or overly generous. ***Per diem rate adjustment must be authorized before travel.*** For example, the Secretary Concerned or the authorized delegated authority, before travel begins, may authorize the following per diem rate adjustments:

- a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or
- b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or

- c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.
- d. Full locality per diem rate (and 'Lodgings-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

*4. Per Diem Computation. The CONTINGENCY OPERATION flat rate per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable TDY locality [per diem rate](#), plus lodging tax (par. U4105-I4c). *A lodging receipt is not required for lodging reimbursement; however, a lodging receipt may be necessary to support a lodging tax reimbursable expense (APP G) if required by Service regulations.* Ensure the member has asked about and taken advantage of any tax exemption that may exist.

*a. Pay 55% (or the appropriate percentage) of the locality per diem rate (plus CONUS lodging tax as a reimbursable expense (APP G) if applicable on the 55% or appropriate percentage) except for the days of departure from and/or return to the PDS (par. U4147).

b. Pay 75% of the M&IE rate plus the lodging cost if applicable on the arrival date at the TDY location and 75% of the M&IE on the return day at the PDS.

*c. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to the 55% (or appropriate percentage) per diem. *Lodging tax in a foreign OCONUS area is part of the per diem lodging ceiling and is not a reimbursable expense.*

d. If authorized travel requires more than one day en route to the TDY CONTINGENCY OPERATION location where a CONTINGENCY OPERATION flat per diem rate is authorized, per diem at the stopover point is based on the stopover locality per diem rate and is not at the 55% rate (par. U4145-B). The CONTINGENCY OPERATION flat rate per diem rate is effective the day after the member reports to the TDY location (pars. U4149 or U4151).

e. For multiple TDY assignments between the CONTINGENCY OPERATION TDY location and other locations such as a uniformed service facility where GMR or PMR or similar deductible meals are available (par. U4165) or commercial lodging the locality per diem applies for the official travel days. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the CONTINGENCY OPERATION TDY location (par. U4105-I1c). The applicable per diem rate is effective the day after the reporting date to the TDY location (pars. U4149 or U4151).

5. Computation Example. A member is ordered TDY to a CONUS location for two years ICW a CONTINGENCY OPERATION. The Secretary Concerned authorizes 55% CONTINGENCY OPERATION flat rate per diem in the TDY authorization/order at the onset. The locality per diem rate for the location is \$259 (\$198/\$61). The actual long-term lodging cost is anticipated to be \$95/night (on a monthly or yearly lease) and the daily lodging tax is \$15, a reimbursable expense (APP G).

The CONTINGENCY OPERATION flat rate per diem is set at 55% or \$143 ($\$259 \times 55\% = \142.45 , rounded up to \$143), plus lodging tax of \$15/night.

Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night. **NOTE: If the \$95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or $\$198 \times .5 = \99) plus the appropriate lodging tax.**

Pay the first TDY day - \$140.75 (Lodging - \$95 + M&IE - \$45.75 ($\$61 \times 75\% = \45.75)) plus lodging tax of \$15.

Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.

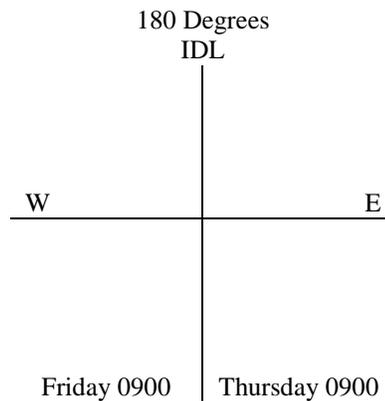
Pay the departure TDY day to the PDS - \$45.75 ($\$61 \times 75\% = \45.75).

J. When the TDY Station Becomes the PDS. A member, who while at a TDY station receives a PCS authorization/order or information indicating that the member will be transferred to the TDY station on a *specified future date*, is authorized payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS. Par. U7125-C if the TDY station is designated as the new PDS *effective immediately*.

U4115 INTERNATIONAL DATELINE

A. 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.

B. Computing Per Diem when Crossing the International Dateline (IDL)



C. Computation. The following are examples of computing per diem and making cost comparisons under par. U4115:

EXAMPLE 1			
TDY Travel Involving IDL with a 'Lost' Day			
The 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 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 dining facility/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	75 % x \$90 =		\$67.50
19 August Thursday	NO PER DIEM		
20-24 Aug (Friday-Tuesday)	\$135 + \$90 = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	75 % x \$90 =		\$67.50
Total			\$1,350.00

EXAMPLE 2
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 dining facility/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 (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$140 + \$72 = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
Total			\$1,380.00

U4125 PER DIEM UNDER THE ‘LODGINGS-PLUS’ COMPUTATION METHOD

Per diem computed under this Part is based on the ‘Lodgings-Plus’ computation method. The total daily per diem amount may not exceed the applicable daily locality rate. Par. U2510 concerning receipts.

U4127 LODGING TAX UNDER ‘LODGINGS-PLUS’

*A. CONUS and Non-foreign OCONUS Area. The locality per diem [lodging](#) ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) when per diem (or AEA as in Ch 4, Part C) is paid except when ‘MALT-Plus’ per diem for POC PCS travel is paid.

*B. Foreign OCONUS Area. The per diem locality [lodging](#) ceiling in a foreign OCONUS area includes lodging tax. *Lodging tax in a foreign OCONUS area is not a reimbursable expense when per diem (or Ch 4, Part C AEA) is paid.*

U4129 LODGING UNDER THE ‘LODGINGS-PLUS’ COMPUTATION METHOD

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum TDY locality [lodging](#) ceiling, whichever is less. Reimbursement computation is in par. U1045 for the commercial lodging cost incurred for any day that the member was TDY to a U.S. INSTALLATION and GOV’T QTRS were available and directed on that U.S. INSTALLATION.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

*C. GOV'T QTRS. A fee/service charge paid NTE the TDY locality lodging ceiling for GOV'T QTRS use is an allowable lodging expense. Reimbursement to the member for GOV'T QTRS use may not exceed the maximum locality per diem lodging ceiling.

D. Multiple Occupancy. For multiple occupancy, each official traveler is allowed the appropriate percentage (e.g., 2 occupants –each receive 50%; 3 occupants, each receive 33%) of the rate charged if a room is shared with another/other official traveler(s). ***NOTE: Multiple occupancy does not limit a traveler's lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a \$100/night lodging area have \$200 with which to pay for a room.*** Otherwise, the official traveler is allowed the single room rate. ***The official traveler must provide the single room rate.***

E. Lodging with a Friend or Relative. ***Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.*** A member, who lodges with friends or relatives, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. ***The Service/Agency cannot direct the member to lodge with friends or relatives.***

Example 1: A member (outpatient) and a DoD civilian employee (attendant), 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 member is not authorized lodging reimbursement, but the DoD civilian employee possibly may be eligible for reimbursement of some lodging costs (JTR, par. C4555-B3).

Example 2: A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room tax on the single rate, if applicable.

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (Ch 4, Part C) ceiling for the location at which lodging is obtained is used for computation ***only*** when a member is TDY at a place where neither GOV'T QTRS nor commercial lodgings are available. ***NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.***

U4131 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE REIMBURSEMENT WHILE TDY

A. General. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self-propelled mobile recreational vehicle) qualifies as lodgings. Par. U4129-E applies for lodging with a friend/relative.

B. Expenses. Allowable lodging expenses are:

1. Apartment, house, or recreational vehicle rent;
2. Parking space for the recreational vehicle rent;
3. Appropriate and necessary furniture rental, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

NOTE 1: Some rental agreements (i.e., furniture rental agreements) include option-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: A member who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a 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. Adopted from [GSBCA 16699-TRAV, 17 August 2005](#) (This decision is available at: <http://www.gsbca.gsa.gov/travel/u1669917.pdf>).

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. APP G for official communications.*);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of 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 are averaged over the number of days the traveler is authorized per diem during the entire TDY trip.

U4133 LODGING COST UNDER THE BARTER SYSTEM

A member, TDY in a remote location at which there are no GOV'T QTRS or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20% of the locality per diem lodging ceiling. *As an exception to the \$75 or more receipt rule, the traveler should be prepared to provide receipts for the barter goods together with the traveler's certification that the barter goods were delivered to the householder for lodgings received if required by finance regulations.*

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

- A. Per Diem Basis. When the AO determines it is 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 lodging cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the member's per diem for TDY at that location (Location B) for that day.
- B. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Considerations for dual lodging reimbursement include:

1. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#));
2. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) ([GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#)); and
3. Practicality of checking out ([B-257670, 10 January 1995](#)).

*C. Reimbursable Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a reimbursable expense (APP G) if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).

D. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the amount of per diem or AEA plus lodging tax that would have been paid had the traveler remained at Location A overnight. Receipts are required for dual lodging claims.

E. Limitation. *Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel.* Dual lodging must be approved after the fact by an amended authorization/order or by the approving official on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process.

F. Long-term Dual Lodgings Occupancy. *Long-term reimbursement for dual lodging is not permitted and an authorization/order may not contain such a provision.*

G. Example. An authorization/order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. U4135 to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized. The known TDY locations must be named in the authorization/order.*

*EXAMPLE 1			
<u>NOTE:</u> Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign OCONUS area.			
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 Location A apartment while TDY in Location B and authorized/approved the \$45/day Location A apartment cost as a reimbursable expense (APP G). The Location B lodging cost (\$95/day) was used for computing the traveler's per diem while TDY in that location.			
Per Diem Rates for This Example			
Location	Max Lodging	M&IE	Total
A	\$130	\$46	\$176
B	\$119	\$46	\$165
Reimbursement for the Location A Apartment for 5 days			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
Per Diem for the TDY Assignment in Location B			
First Day			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax (<i>NOTE</i>)	
Second thru Fifth Day			
(Lodging cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141/day x 4 days = \$564 plus lodging tax (<i>NOTE</i>)	
Return day to Location A			
(Lodging cost + M&IE)			
Lodging	M&IE	Total	
\$45	\$46	\$91	

*EXAMPLE 2			
<i>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign OCONUS area.</i>			
A traveler occupied GOV'T QTRS 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 QTRS (daily cost \$25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a reimbursable expense (APP G). The Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.			
Per Diem Rates for This Example			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for GOV'T QTRS for 3 Days			
Lodging	Number of Days	Total	
\$25	3	\$75	
Per Diem for the TDY Assignment in Location D			
First Day			
(Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (<i>NOTE</i>)	
Second and Third Day			
(Lodging Cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156/day x 2 days = \$312 plus lodging tax (<i>NOTE</i>)	
Day of Return to Location C			
(Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS

A member 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, sewer charges;

prorated based on the number of days in the month rather than by the actual number of days the member occupied the residence ([57 Comp. Gen. 147 \(1977\)](#)). *In no case may the total lodgings per diem payable exceed the applicable TDY maximum locality lodgings ceiling unless an AEA (Ch 4, Part C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.*

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

U4139 COST FOR LODGINGS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

The cost for lodgings jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status receives TLA for dependents (par. U9160-C). When dependents are not traveling at GOV'T expense, the member is authorized the single room rate.

U4140 LODGINGS WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS

If a traveler is to be TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. If paid under DTS, the CTO/TMC should be used to make these arrangements unless the CTO/TMC does not provide this service (pars. U4131, U4137, and U4141).

U4141 LODGINGS 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 member is authorized the lodging portion of per diem ([62 Comp. Gen. 63 \(1982\)](#)).

This computation presumes that the member 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** (par. U4137).

EXAMPLE
1. A member is TDY at a location at which the per diem is \$116 (\$70/\$46).
2. The member 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 member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$70 locality lodging ceiling, the member is reimbursed \$45/day for 20 days of lodging in June.

NOTE: Par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a CONTINGENCY OPERATION or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.

U4143 LODGINGS AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for a member traveling on TDY, the total daily amount paid by the GOV'T for the member's lodging, M&IE may not exceed the applicable per diem authorized in this Part ([60 Comp. Gen. 181\(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)) unless an AEA is authorized/approved under Ch 4, Part C. **NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy" (adopted from [GSBCA 15890-TRAV, 29 July 2003](#)).**

U4145 PER DIEM COMPUTATION

A. **General.** Ordinarily, per diem is based on the member's TDY location at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. **Stopover Point.** If authorized travel requires more than 1 day and a stopover for the night that includes lodging (**NOTE: Lodging does not include sleeping in the transportation terminal.**) is required, per diem at the stopover point is based on the stopover point locality per diem rate.

C. M&IE Payment. The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the GOV'T on military aircraft are not a GOV'T dining facility/mess for per diem computation purposes. ***NOTE: Par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

D. Meal Rate. The meal rate established by the authorization/order cannot be reduced after the ordered travel has been completed except for a deductible meal (GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess are not deductible meals). Par. U4165. However, an AO/schoolhouse commander may amend an authorization/order to direct immediate and/or future meal rate changes.

U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS

A. Rate. 75% of the appropriate locality M&IE rate is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. ***On these days, the GMR, PMR, \$3.50 OCONUS IE, or reduced per diem rate do not apply.***

B. Departure Day. The per diem rate for the PDS departure day is based on the member's TDY/stopover location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

C. Return Day. 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 is based on the M&IE rate applicable to the preceding calendar day. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is based on the M&IE rate applicable to the preceding day (last TDY or authorized delay point). 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. ***NOTE: For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodgings were required there.***

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

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

A. Locality Rate. Applicable per diem rate for reimbursement of subsistence expenses incurred during official CONUS travel.

B. GMR. The standard GMR paid for meals in a GOV'T dining facility/mess plus \$5 IE is paid. This rate applies each day that:

1. Adequate GOV'T QTRS are available (***NOTE*** below) on the U.S. INSTALLATION, to which the member is assigned TDY,
2. The GMR is directed,
3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and
4. The member is not traveling.

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate rather than the GMR and \$5 IE. Just because the GOV'T QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality meal rate to GMR.

C. PMR. The PMR plus \$5 IE is paid. The PMR applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. At least one meal is available and directed where the member is assigned TDY, and
3. The member is not traveling.

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate rather than the PMR and \$5 IE. Just because the GOV'T QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality meal rate to PMR.

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

A. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel. Use the M&IE rate for the locality concerned.

B. The Standard GMR for Meals in a GOV'T Dining Facility/Mess Plus IE Rate. The GMR plus IE rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. The GMR is directed,
3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and
4. The member is not traveling.

C. PMR plus IE. The PMR plus IE rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and
3. The member is not traveling.

D. OCONUS IE

1. Except for Coast Guard members, the OCONUS locality [IE rate](#) is the applicable rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. ***Regardless of at what location the member is lodged, the \$3.50 must be stated on the authorization/order for it to be paid for travel beginning on or after 1 July 2009. The \$3.50 IE rate does not apply on any day the member is traveling.***

2. For Coast Guard the OCONUS locality IE rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>), or \$3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (**NOTE** below) on that U.S. INSTALLATION. Two exceptions are noted below. The AOs can determine that \$3.50 is:

a. Adequate when the member is ***not lodged*** on a U.S. INSTALLATION. ***The OCONUS IE rate of \$3.50 may be authorized and must be stated in the travel authorization/order.***

b. ***Not adequate when the member is lodged on a U.S. INSTALLATION. The locality IE rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) may be authorized and must be stated in the travel authorization/order.***

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. Just because the QTRS are available, a command cannot use the technical QTRS 'availability' to reduce the locality incidental rate to \$3.50 while sending a member into private sector lodgings off the U.S. INSTALLATION.

U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/debarkation port M&IE rate applies.

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

A schoolhouse commander is authorized to determine if one of the two meal rates based on GOV'T dining facility/mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY 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 in the authorization/order. If that information is not available prior to authorization/order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

U4157 LODGING PER DIEM COMPUTATION

Lodging reimbursement while on TDY or at a delay point, may not exceed the locality per diem [lodging](#) ceiling for the TDY or delay location. The lodging cost or the locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Ch 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply if par. U4129-G applies.

U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

M&IE of 75% of the [M&IE rate](#) for the TDY location is payable for each travel day. If more than one TDY location is involved and lodging is not required, M&IE of 75% of the highest M&IE rate is payable on each day (e.g., 15-hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2). If lodging must be obtained, the rules for travel of more than 24 hours apply. ***Per diem is not authorized under par. U4159 when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area these rules or rules for over 24 hours apply.*** Par. U4510 for occasional meals authority.

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

A. General. When a member on TDY travels by POC partly by road and partly by car ferry (circuitously or otherwise), the member is authorized per diem while traveling on the ferry. Par. U3330 for transportation reimbursement.

B. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the ferry transportation cost) is authorized.

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate 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 member's location at 2400 on that day (par. U4145-A).

D. M&IE when Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the member's location at 2400 on the debarkation day. Par. U4145-A.

U4163 ESSENTIAL UNIT MESSING (EUM)

A. Authority. There is no authority to pay the M&IE meal portion when the Secretary Concerned, or for a JTF the Combatant/JTF Commander, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness.

1. The prohibition on paying the M&IE meal portion begins at 0001 on the first full EUM day and ends at 2400 on last full EUM day.

2. The CONUS IE rate is \$5, or the appropriate OCONUS [IE rate](#), or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the authorization/order for it to be paid.***

B. Meal Procurement Required. A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4510.

C. IE Rate. ***IAW par. U4151-D, if an authorization/order does not state otherwise, locality IE rate is paid.***

U4165 DEDUCTIBLE MEALS

A. PMR Application. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals is/are provided (APP R2, par. J). The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). ***A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.***

B. Deductible Meal. A deductible meal is a meal:

1. Made available pursuant to an agreement between a Uniformed Service and any organization, if the authorization/order directs use of the facility providing the meal(s);
2. Included in a GOV'T-paid registration fee;
3. 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;
4. Furnished by the GOV'T at no cost to a member (par. U4167);
5. 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
6. Provided by a lodging establishment when the meal(s) is/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/meeting and the cost of one or more meals is included in the lodging cost). ***NOTE: A negotiated rate should fall either within the locality lodging rate, or if declared (APP R), within the conference lodging rate. If the negotiated rate exceeds the locality (or conference) lodging rate, an AEA lodging rate should be provided to cover the higher lodging rate that includes the meal(s).***

NOTE: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.

C. Meals Provided/Consumed. If all three meals are provided/consumed at no cost to the traveler, only the IE amount for that day is payable (\$5 CONUS IE, or the applicable locality [IE rate](#), or \$3.50 OCONUS).

D. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the member:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may request substantiating documentation from the appropriate professional authority), and
2. Attempted, but was unable, to make, alternative meal arrangements for a substitute meal, and
3. Must purchase a meal that satisfies the medical requirements or religious beliefs.
4. Is unable to eat the deductible meal due to mission.

U4167 NON-DEDUCTIBLE MEALS

A. Non-Deductible Meal. The following are not deductible meals:

1. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing adequate subsistence to a member. ***NOTE: Par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR,***
2. In-flight meals,
3. Rations furnished by the GOV'T on military aircraft,
4. GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess,
5. Meals furnished on commercial aircraft,

6. Meals provided by private individuals, or

7. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

B. Meals Provided/Consumed. If all three meals are provided/consumed at no cost to the member, only the IE amount for that day is payable (\$5 CONUS IE, or the applicable locality [IE rate](#), or \$3.50 OCONUS).

U4169 LODGINGS REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

U4171 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. Pars. U4165-B5 and B6 when a charge for meals is added to the lodging cost.

U4173 PER DIEM COMPUTATION EXAMPLES

A. GOV'T Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only (Current GMR in APP A).

*B. U.S. and Non-foreign OCONUS Lodging Tax. The locality per diem [lodging](#) ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.

*C. Foreign Lodging Tax. The locality per diem [lodging](#) ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not reimbursable expense (APP G).

D. Examples

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

EXAMPLE 1					
Per Diem Rate/POC TDY Mileage Computation					
<p>A traveler is authorized TDY from a PDS for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the travel authorization/order (par. U3305-B). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.</p> <p>Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.</p> <p>The maximum per diem rate for the TDY location is \$116 (\$70/ \$46); actual lodging cost is \$72/night. The 12-hour rule does not apply because the TDY period is over 12 hours.</p> <p><i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i></p>					
ITINERARY					
Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
10 May	Residence	1st Stopover	\$116 (\$70/ \$46)	\$60	400 miles
11 May	En Route	TDY Station	\$116 (\$70/ \$46)	\$72	15 miles
12 May	TDY Station	TDY Station	\$116 (\$70/ \$46)	\$72	
13 May	TDY Station	2nd Stopover	\$118 (\$72/ \$46)	\$60	365 miles
14 May	En Route	Residence	Use 2 nd Stopover M&IE		50 miles
REIMBURSEMENT					
Day 1	\$60 + (\$46 x 75%) =				\$ 94.50
Day 2	\$72 = (\$72 limited to \$70) + \$46 =				\$116.00
Day 3	\$72 = (\$72 limited to \$70) + \$46 =				\$116.00
Day 4	\$60 + \$46 =				\$106.00
Day 5	\$46 x 75% =				\$ 34.50
1 round trip of 830 miles (official distance) x \$0.55/mile =					\$456.50
Total Reimbursement					\$923.50

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

EXAMPLE 2			
Per Diem Rate – GMR/PMR and POC TDY Mileage Computation			
<p>A member is TDY to a U.S. INSTALLATION at which GOV'T lodging (\$6/night) and dining facility/mess is available. The GMR is directed in the authorization/order. The AO approves the PMR on the 17th because breakfast was not available.</p> <p>POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order (par. U3305-B).</p> <p>The maximum per diem rate is \$116 (\$70/ \$46). GMR (par. U4149-B) is \$10.80 and the PMR (par. U4149-C) is \$26 plus the CONUS \$5 IE rate applies in this example.</p> <p><i>NOTE: GOV'T dining facility/mess deductions are never made for arrival and departure days (par. U4147, item 1). The GMR and PMR rates used in this example are for illustrative purposes only –APP A for the current GMR.</i></p>			
ITINERARY			
Date	Depart	Arrive	POC Distance
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
REIMBURSEMENT			
15 March	\$6 + (\$46 x 75%) =		\$40.50
16 March	\$6 + \$10.80 (GMR) + \$5 (IE) =		\$21.80
17 March	\$6 + \$26 (PMR) + \$5 (IE) =		\$37.00
18 March	\$6 + \$10.80 (GMR) + \$5 (IE) =		\$21.80
19 March	\$46 x 75% =		\$34.50
1 round trip of 650 miles (official distance) x \$0.55/mile =			\$357.50
Total Reimbursement			\$513.10

3. Example 3. Per Diem Rate – AOR Travel Computation

EXAMPLE 3				
Per Diem Rate – AOR Travel Computation				
A member is authorized TDY in an AOR. On 2 Jan, the member departed the residence via POC, and was en route awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The member stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan. The member departed the AOR TDY station and arrived at another AOR location on 31 Jan. The member departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The member 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 member				\$317.75

U4174 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For par. U4174, "extended TDY" means directed travel of 3 or more weeks.
2. A member on extended TDY (other than deployment) may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the member 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 member remained at the TDY location.*
4. *Authorized return to the PDS or place of abode is not authorized for Coast Guard.*

B. Authorized Return

1. *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 (par. U4176).*

2. 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 member's regular duty hours or during authorized leave periods.

3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. U4175.

C. Lodgings Retained at TDY Location.

1. Lodging Retained at TDY Location during Voluntary Return. If the member retains lodging at the TDY location during a voluntary (per par. U7175) return, the member is financially responsible for the retained room cost while gone except IAW pars. U7225 or U7226.

*2. Lodging Retained at TDY Location during Authorized Return. 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;
- 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 establishment's capability to store those belongings, and the traveler's ability to secure a room upon return.

If authorized/approved, the costs of lodging retained at the TDY site are paid as a reimbursable expense (APP G - NTE the locality per diem lodging ceiling). Par. U7225 for lodging reimbursement if TDY supports a CONTINGENCY OPERATION.

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General

1. Authorized Member. Par. U4175 applies to an active or an RC member.

2. Authorized Allowances. Based on the transportation expenses incurred, a member who voluntarily returns to the PDS or residence from which the member ordinarily commutes daily to the PDS, during a TDY period, for personal reasons, is authorized the lesser of:

- a. Per diem or AEA for the actual travel time (***no per diem or AEA while at the PDS***) to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or
- b. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

****NOTE: Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a reimbursable expense (APP G). OCONUS foreign lodging tax is not a miscellaneous reimbursable expense.***

3. Allowances Not Authorized. No per diem is credited for any day the member was in a leave status.

4. CONTINGENCY OPERATION. Par. U7225 concerning reimbursement for lodging retained at a CONTINGENCY OPERATION TDY location during leave away from that location.

B. Computation. Following are examples of computing per diem and making cost comparisons under par. U4175:

NOTE: *The GMR used in the following example(s) is for illustrative purposes only (APP A for the current GMR).*

1. Example 1

EXAMPLE 1			
Per Diem and POC TDY Mileage Computation			
A traveler performed TDY (not at a U.S. INSTALLATION) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is \$65/night. The maximum per diem rate is \$119 (\$73/ \$46). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS (par. U4102-D).			
POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/ order for one round trip (par. U3305-B).			
The traveler is due \$1,490.50 (constructed cost since it is less than the actual cost for this example).			
<i>AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i>			
ITINERARY			
Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24-26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June-2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	\$65 + (\$46 x 75%) =		\$99.50
24 to 26 June	\$65 + \$46 = \$111/day x 3 days =		\$333.00
27 June	\$46 x 75% =		\$34.50
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	\$65 + (\$46 x 75%) =		\$99.50
30 June-2 July	\$65 + \$46 = \$111/day x 3 days =		\$333.00
3 July	\$46 x 75% =		\$34.50
2 round trips of 650 miles (official distance) = 1,300 miles x \$0.55/mile =			\$715.00
Actual Cost Total			\$1,649.00
Constructed Cost			
23 June	\$65 + (\$46 x 75%) =		\$99.50
24 June-2 July	\$65 + \$46 = \$111/day x 9 days =		\$999.00
3 July	\$46 x 75% =		\$34.50
1 round trip of 650 miles (official distance) x \$0.55/mile =			\$357.50
Constructed Cost Total			\$1,490.50

2. Example 2

EXAMPLE 2			
Per Diem, GMR and POC TDY Mileage Computation			
A member is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS (par. U4102-D). The member returned by POC to the PDS while TDY on the weekend for personal reasons.			
The maximum per diem rate is \$116 (\$70/ \$46). The GMR (par. U4149-B) is \$10.80 plus \$5 IE for this example.			
POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/ order for one round trip (par. U3305-B).			
The member is due \$409.30 (constructed cost since it is less than the actual cost for this example).			
<i>NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only –APP A for the current GMR.</i>			
ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	\$6 + (\$46 x 75%) =		\$40.50
10 July	\$6 + \$10.80 + \$5 (IE) =		\$21.80
11 July	\$46 x 75% =		\$34.50
12 July	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
13 July	\$6 + (\$46 x 75%) =		\$40.50
14-15 July	\$6 + \$10.80 + \$5 (IE) = \$21.80/day x 2 days =		\$43.60
16 July	\$46 x 75% =		\$34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.55/mile =			\$407.00
Actual Cost Total			\$622.40
Constructed Cost			
9 July	\$6 + (\$46 x 75%) =		\$40.50
10-15 July	\$6 + \$10.80 + \$5 (IE) = \$21.80/days times 6 days =		\$130.80
16 July	\$46 x 75% =		\$34.50
1 round trip of 370 miles (official distance) x \$0.55/mile =			\$203.50
Constructed Cost Total			\$409.30

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

***A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized transportation expense reimbursement.** The member is authorized only per diem-related expenses based on the TDY location per diem rate and any reimbursable expenses (APP G) that would have been allowable had the member remained at the TDY location. Reimbursement is NTE what would have been paid had the member remained at the TDY location ([B-200856, 3 August, 1981](#); and [B-214886, 3 July, 1984](#)).

***Example 1:** Member TDY from Location A to Location B (with a locality per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a reimbursable expense for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the Location C locality per diem rate is \$203 (\$149/ \$54), the member is limited to \$122/night for lodging (and lodging tax on \$122 – 12% of \$122 (\$14.64) and to \$51/day for M&IE on Friday and Saturday. This is because the Location B locality diem rate is \$173 (\$122/ \$51) and the member is being paid per diem that would have been paid (max \$122 for lodging + \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed NTE \$29.28 for lodging tax while in Location C. *The member is not authorized any TDY mileage for driving between Locations B and C.*

Example 2: Member TDY from Location X to Base Y (with a maximum per diem rate of \$161 (\$110/ \$51)) where the member is staying on the U.S. INSTALLATION for \$20/night with no tax and is being paid the \$29 PMR + \$5 CONUS IE rate (total \$34) based on the authorization/order content that indicates GOV'T QTRS and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y GOV'T QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$128 (\$79/ \$49), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$34/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging + \$34 for the PMR-based rate of M&IE) that would have been paid had the member remained in Base Y and limited to the GOV'T QTRS cost and PMR + CONUS "IE" since they were directed in the authorization/order. *The member is not authorized any TDY mileage for driving between Locations Y and Z.*

Example 3: Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$114 (\$70/ \$44), the member is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (NTE \$110 for lodging + \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. *The member is not authorized any TDY mileage for driving between Locations E and F.*

U4177 NO PER DIEM OR A [PER DIEM](#) RATE IN A LESSER AMOUNT

The Secretary Concerned may authorize [per diem rates](#) in lesser amounts (to zero) when the circumstances of the travel or duty to be performed so warrant *and are peculiar to that particular Service* (par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate Service, but may not be further re-delegated. *The authorized reduced per diem rate must be stated on the travel authorization/order before travel begins (or as part of an authorization/order amendment/modification covering a prospective period after the original authorization/order modification was issued). In the absence of such authority, a travel authorization/order prescribing a different per diem rate is without effect and the applicable locality per diem rate is used.* The reduced or zero per diem rate does not apply to any day the member is traveling. Reduced per diem rate establishment should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

U4179 PER DIEM RATE REVIEW

A. General. When a member, 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. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.

2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.
3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1PA, 2221 S. Clark Street, Crystal Plaza 6 Ste 500, Arlington, VA 22202-3745.
5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.
6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the Secretary of Defense and other DoD Components - Per Diem, Travel and Transportation Allowance Committee, ATTN: E&S Branch, 4601 North Fairfax Drive, Suite 800, Arlington, VA 22203-1546.

NOTE: Ch 4, Part C for one-time necessary expenses in excess of the prescribed per diem rate.

B. **Final Submission Process.** The Service 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 Governmentwide Policy
Travel Management Policy (MTT)
1800 F Street NW, Room G-219
Washington, DC 20405-0001
Or
Jill.denning@gsa.gov

Non-Foreign OCONUS Locations

**Per Diem, Travel and
Transportation Allowance
Committee (PDTATAC)**
ATTN: Allowances Branch
4601 North Fairfax Drive
Suite 800
Arlington, VA 22203-1546

Foreign OCONUS Locations

Department of State
Director of Allowances
State Annex 1, Room L314
Washington, DC 20522-0103

U4181 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM

The following tables are for reference purposes only. Ch 4, Part B for applicable rules. Pars. U4163 & U4800 when JTF operations are involved.

Quick Reference - Per Diem						
TDY Travel of More Than 12 Hours						
Footnotes: See table # 4						
*(1) Departure Day from PDS						
	A	B	C	D	E	F
	Arrived at the TDY location (not on a U.S. INSTALLATION) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS - GOV'T QTRS are occupied.	Arrived at the TDY location (on a U.S. INSTALLATION - GOV'T QTRS available) on the same day as departed the PDS. The member elected not to occupy available directed GOV'T QTRS.	Traveled overnight - no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived at the TDY location on the same day as departed from the PDS (per diem at a lesser amount than the TDY locality rate prescribed authorized under par. U4105-I or U4177.)
Per Diem for the Departure Day from the PDS ^{5/}	75% of the M&IE rate for the TDY locality ^{1/} , plus the lodging cost NTE the TDY locality maximum lodging ceiling. ^{2/, 4/}	75% of TDY locality M&IE rate ^{1/} , plus the GOV'T QTRS cost ^{11/} .	75% of the TDY locality M&IE rate ^{1/} , plus the cost of lodgings occupied NTE the available GOV'T QTRS cost ^{11/} . No lodging tax reimbursement.	75% of the M&IE rate for the next destination (TDY/stopover point) locality ^{1/} for the departure day.	75% of the M&IE rate for the en route stopover locality, plus the lodging cost NTE the stopover locality maximum lodging ceiling. ^{2/, 4/}	75 % of the TDY locality M&IE rate ^{1/} , plus lodging ^{2/, 4/} cost NTE the TDY locality maximum lodging ceiling.

*(2) Whole Travel Days – CONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS - GOV'T QTRS are occupied.	Each whole day at a CONUS TDY locality (not on a U.S. INSTALLATION).	Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) – GOV'T QTRS are occupied.	Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) at which a member elects not to occupy available directed GOV'T QTRS.	Each whole day at a CONUS TDY locality at which per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4105-I or U4177.
Per Diem for Whole Travel Days ^{5/}	TDY locality M&IE (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling. ^{2/6/}	M&IE, plus the GOV'T QTRS cost. ^{1/} M&IE may be at the TDY locality, or PMR plus \$5 IE if the AO specifies the PMR based on 1 or 2 deductible meals. ^{1/6/}	The CONUS TDY locality M&IE, plus the lodging cost NTE the TDY locality maximum lodging ceiling ^{2/} (unless the AO specifies the PMR plus \$5 IE when 1 or 2 deductible meals are provided ^{6/} – par. U4165)	M&IE, plus the GOV'T QTRS cost ^{11/} . M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5 IE, (3) PMR ^{6/9/10/} plus \$5 IE, or (4) \$5 IE only when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Pars. U4102-L, U4105-D & U4800 for field duty.	M&IE, plus the lodging cost NTE the GOV'T QTRS cost ^{11/} . Lodging tax is not reimbursable. M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5 IE, (3) PMR ^{6/9/10/} plus \$5 IE, or (4) \$5 IE only when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Pars. U4102-L, U4105-D & U4800 for field duty.	Per diem at the rate authorized under par. U4105-I or U4177. ^{7/}

*(3) Whole Travel Days – OCONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY location (on a U.S. INSTALLATION) on the day after departing the PDS - GOV'T QTRS are occupied.	Each whole day at the OCONUS TDY locality (not on a U.S. INSTALLATION)	Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) - GOV'T QTRS are occupied.	Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) at which a member elects not to occupy available directed GOV'T QTRS.	Each whole day at an OCONUS TDY locality at which per diem in a lesser amount than the prescribed rate for the TDY location was authorized under par. U4105-I or U4177.
Per Diem for Whole Travel Days ^{5/}	The OCONUS TDY locality M&IE ^{3/} rate (unless the AO specifies the PMR for deductible meals) plus the lodging cost ^{4/} NTE the TDY locality lodging ceiling.	M&IE plus the GOV'T QTRS cost ^{11/} . (M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided. ^{1/6/}	The OCONUS TDY locality M&IE ^{3/} rate plus the lodging cost ^{4/} NTE the TDY locality maximum lodging ceiling. If the AO specifies the PMR when 1 or 2 deductible meals are provided, the M&IE is PMR ^{6/9/10/} plus locality or \$3.50 IE ^{6/} - par. U4165-1.	M&IE plus the GOV'T QTRS cost. M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR ^{8/} , (3) PMR ^{6/9/10/} , or (4) no amount for meals when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or \$3.50 IE ^{3/} . Pars. U4102-L, U4105-D & U4800 for field duty.	M&IE plus the lodging cost NTE the GOV'T QTRS cost ^{4/11/} . M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR ^{8/} (3) PMR ^{6/9/10/} , or (4) no amount for meals when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or \$3.50 IE ^{3/} .	Per diem at the rate authorized under par. U4105-I or U4177. ^{7/}

*(4) Day of Return to PDS					
	A	B	C	D	E
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On the departure day from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4105-I or U4177.
Per Diem for the Return Day to the PDS <i>5/</i>	75% of last TDY locality M&IE rate. <i>1/</i>	For the departure day from the TDY location, the TDY locality M&IE rate. For the arrival day at the PDS, 75% of the TDY locality M&IE rate. <i>1/</i>	For the departure day from the TDY location, M&IE, plus lodging <i>2/</i> , <i>4/</i> cost NTE the stopover locality lodging ceiling. For the arrival day at the PDS, 75% of the stopover locality M&IE rate.	75% of the M&IE rate, plus the lodging cost based on the locality rate at which lodging was obtained if authorized/approved by the AO. Par. U4169.	75% of the TDY locality M&IE rate. <i>1/</i>

Footnotes

*1/ GMR/PMR, a reduced per diem rate IAW pars. U4105-I and U4177 and the \$3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any day the member is traveling. The PMR for deductible meals can apply on an interim travel day.

*2/ Lodging tax is a separate reimbursable expense (APP G) in CONUS and in a non-foreign OCONUS area because lodging tax is not included in the applicable locality per diem lodging ceiling.

*3/ For OCONUS travel the AO can determine that an IE of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated expenses. Regardless of at what location the member is lodged, the OCONUS IE rate of \$3.50 may be authorized and must be stated in the authorization/order for travel beginning on or after 1 July 2009.

*4/ Lodging tax *is not* a separate reimbursable expense in a foreign OCONUS area because a lodging tax is included in the applicable foreign OCONUS area locality per diem lodging ceiling.

*5/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a reimbursable expense (APP G) in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.). There must be expense; this is not an automatic payment.

* (b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing *is not* a reimbursable expense for *OCONUS* travel and is part of the IE included within the per diem rates/AEA authorized/approved for *OCONUS* travel.

6/ On any day that 3 deductible meals are provided without cost to the member, no meal reimbursement is allowed.

*7/ When a reduced per diem rate is authorized in the traveler's travel authorization/order IAW par. U4105-I or U4177, the per diem authorized in the travel authorization/order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

*8/ The GMR applies if the AO specifies the GMR based on available GOV'T dining facility/mess at the installation to which the member is TDY. Pars. U4149-B, U4151-B, and U4400.

*9/ The PMR applies if the AO specifies PMR based on 1-2 GOV'T meals available in a GOV'T dining facility/mess at the installation to which the member is sent TDY. Pars. U4149-B, U4151-B, and U4400.

*10/ The PMR applies if the AO specifies the PMR for deductible meals. Par. U4165.

*11/ Reimbursement for GOV'T QTRS cost may not exceed the maximum locality lodging ceiling.

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

U4200 GENERAL

An AEA allows a member 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 per diem in Part B, or the applicable [per diem rate](#).

U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the [per diem rate](#) 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. U4225-A have escalated temporarily due to special/unforeseen events.

U4210 AUTHORITY/APPROVAL

The AO may authorize AEA up to 300% of the locality per diem rate (rounded to the next higher dollar). AEA:

1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4250 which may be authorized only in advance of travel;
2. Should be stated in the travel authorization/order/trip record when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);

Uniformity of allowances must be ensured (if possible) among travelers traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as 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 authorization/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 for a per diem rate adjustment (par. U4179).
4. The definitions and rules applicable to the per diem authorization under Ch 4, Part B 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.

U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA 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 travel 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 duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other QTRS 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. U4220-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the following dignitaries. Also Ch 7, Part U.

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. Cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;

10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other GOV'T aircraft that provide transportation, even when assigned exclusively to that duty. ***For this reason, AEA may be authorized/ approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.***

U4225 EXPENSES

- A. Expenses Allowed. AEAs include expenses ordinarily covered by the APP A PER DIEM definition.
- B. Expenses Not Allowed. The following expenses are not allowed. The cost of meals:
 1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a GOV'T paid registration fee;
 2. Procured at the member's PDS, residence, or at/en route to/from, a nearby carrier terminal at which the member's travel begins/ends ([B-189622, 24 March 1978](#)); or
 3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the member did not eat the meal(s) served during the trip, or why an extra meal(s) was required. A meal furnished on the carrier that is not the quality and quantity that the member is accustomed to, is a personal preference and is not a "justifiable reason" IAW [B-193504, 9 August 1979](#) and [B-192246, 8 January 1979](#).

U4250 OVER 300% MAXIMUM AEA

Under special/unusual circumstances or when a *member* has no alternative but to obtain *OCONUS* lodging that exceeds 300% of the applicable [rate](#), an amount in excess of 300% may be authorized ***in advance only*** by an AEA issued by:

- *1. The PDTATAC Chief. These requests must be submitted IAW pars. U4210-1 to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Regulations Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

or by email to pdtatac@dtmo.pentagon.mil with "AEA REQUEST" in the subject line; or

2. The Secretary Concerned for specific OCONUS classified missions. ***This authority must not be re-delegated.***

NOTE: An AEA in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This AEA type cannot be authorized for civilian employees.

U4255 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 M&IE must not exceed the percentage of AEA authorized NTE 300% of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.

B. IE. The maximum reimbursement for IE is:

1. CONUS. \$5.00 in CONUS, and
2. OCONUS
 - a. The locality IE rate, or,
 - *b. \$3.50 OCONUS for all full TDY days (except interim travel days) when the AO determines the \$3.50 rate is adequate to meet anticipated IE, (effective for travel beginning on or after 1 July 2009) or for a Coast Guard member TDY to a U.S. INSTALLATION and GOV'T QTRS are available on that U.S. INSTALLATION.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' computation method (pars. U4149 and U4151) 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. Itemization of M&IE 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 M&IE 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 and/or meals for a TDY member, and actual expense reimbursement is authorized/approved, the total daily amount paid by the GOV'T to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4210 and U4255 ([60 Comp. Gen. 181 \(1981\)](#) and [62 id. 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), itemization of M&IE is not required.

U4260 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 can the amount reimbursed be more than the amount authorized/approved in an actual expense 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; reimbursement of actual expenses for such meals is limited to the charge for each meal, NTE the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes M&IE, the daily amount of IE that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These IEs include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (APP A), hotel maid tips, and similar expenses. ***Averaging IE 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 laundry/dry-cleaning and pressing of clothing (***not before leaving or after returning to the PDS***) is:

*a. A separate reimbursable expense (APP G - up to an average of \$2 per day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging. For example, a member 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 to equal a \$4 per day average cost. The member may only be reimbursed for \$2 per day so the total reimbursement is \$20. ***NOTE: This is not payable unless expenses have been incurred.***, or

*b. Not a separate reimbursable expense (APP G) for OCONUS travel and is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel. For instance, a member 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 member 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 (par. U4145-A). Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

2. Departure Day Reimbursement. 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. Return Day Reimbursement. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par U4147 for reimbursement method when return travel to the home/PDS requires 2 or more days.

U4265 COMPUTATION EXAMPLES

*A. CONUS/Non-Foreign OCONUS. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to AEA.

*B. OCONUS. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is part of per diem/AEA and is not a reimbursable expense.

C. Examples. Following are computation examples when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

EXAMPLE 1			
AEA Single TDY location			
AEA authorized for lodging and M&IE paid on a per diem basis.			
<i>Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).</i>			
<u>TDY Location Per Diem w/o AEA</u>		<u>TDY Location Per Diem w/AEA</u>	
Maximum Per Diem - \$150 Lodging - \$99 M&IE - \$51		AEA authorized NTE \$450 (\$150 x 300%) Lodging NTE \$399 (\$450 - \$51)M&IE - \$51	
ITINERARY			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	\$330.00
11-12 Aug		At TDY Station, Lodging - \$330/day x 2 days =	\$660.00
13 Aug	TDY	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
10 Aug	$\$330 + [\$51 \times 75\%] = \$330 + \$38.25 =$		\$368.25
11-12 Aug	$\$330 + \$51 = \$381/\text{day} \times 2 \text{ days} =$		\$762.00
13 Aug	$\$51 \times 75\% = \38.25		\$38.25
Total Reimbursement			\$1,168.50

EXAMPLE 2

AEA to multiple TDY locations A, B, and C

Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$332 = \$261/ \$71).
 Location B – Lodging and M&IE paid on a per diem basis, \$123 (\$77/ \$46).
 Location C – Lodging and M&IE paid on a per diem basis, \$128 (\$77/ \$51).

Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).

<u>TDY Location 'A' Per Diem w/o AEA</u> Maximum Per Diem - \$221 Lodging - \$150, M&IE - \$71		<u>TDY Location 'A' Per Diem Rate w/AEA</u> AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332) Lodging NTE \$261 (\$332 - \$71) M&IE - \$71	
ITINERARY			
Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	\$170.00
8 Sep		TDY, Location A	\$170.00
9 Sep	TDY, Location A	TDY, Location B	\$70.00
10 Sep		TDY, Location B	\$70.00
11 Sep	TDY, Location B	TDY, Location C	\$75.00
12 Sep	TDY, Location C	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
7 Sep	\$170 (AEA lodging) + [\$71 x 75%] = \$170 + \$53.25, TDY Location A=		\$223.25
8 Sep	\$170 (AEA lodging) + \$71 =		\$241.00
9-10 Sep	\$70 + \$46 = \$116/day x 2 days, TDY Location B =		\$232.00
11 Sep	\$75 + \$51, TDY Location C =		\$126.00
12 Sep	\$51 x 75% =		\$38.25
Total Reimbursement			\$860.50

EXAMPLE 3

**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 \$225 (\$149/ \$76). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. U1007-A2.

Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).

<u>CONUS TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$150 Lodging - \$99, M&IE - \$51		<u>CONUS TDY Location Per Diem w/AEA</u> AEA authorized NTE \$225 (\$150/day x 150% = \$225/day) Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50) M&IE - \$76 (\$51/day x 150% = \$76.50 = \$76, subtract \$.50)		
ITINERARY				
Date	Depart	Arrive	M&IE	Lodging
10 Aug	Residence	En route/TDY	Dinner - \$25	\$130.00
11 Aug		At TDY Station	Breakfast - \$6, Lunch - \$10, Dinner - \$24,	\$130.00
11 Aug		At TDY Station	Incidental Expense - IE - \$5.50	
12 Aug		At TDY Station	Breakfast - \$15, Lunch - \$20, Dinner - \$40	\$130.00
12 Aug		At TDY Station	Incidental Expense - IE - \$4.50	
13 Aug	TDY	Residence	Breakfast - \$5, Lunch \$12	
Date	REIMBURSEMENT (using AEA computation)			Amount
10 Aug	\$130 + \$25 =			\$155.00
11 Aug	\$130 + \$40 + \$5.50 =			\$175.50
12 Aug	\$130 + \$75+ \$4.50 (M&IE is reduced to \$76) = (Total M&IE is limited by maximum daily \$76 AEA M&IE)			\$206.00
13 Aug	\$17			\$17.00
Total Reimbursement				\$553.50

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CHAPTER 5

PERMANENT DUTY TRAVEL

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U5505 MOBILE HOME TRANSPORTATION

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U5510 GOV'T-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

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U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER

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- U5635 DLA RATES**
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 - B. Dependent Currently at an Appropriate Destination – an Authorization/Order Is Not Issued
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U5915 MOBILE HOME TRANSPORTATION

- A. General
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U5920 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

- A. General
- B. Definitions
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PART L: RESERVED

PART M: RESERVED

PART N: RESERVED

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PART Q: RESERVED

PART R: TRANSPORTATION OF REMAINS OF A DECEASED MEMBER AND/OR A DECEASED DEPENDENT

U5950 GENERAL

- A. DoD Directive 1300.22, Mortuary Affairs Policy
- B. DTR
- C. Sponsoring Service Regulations

U5951 ESCORTING THE REMAINS OF A DECEASED MEMBER

SECTION 1: GENERAL

U5100 GENERAL

This Part prescribes a member's PCS travel and transportation allowances between the old and the new PDS. A member is authorized these allowances whether or not leave is taken en route.

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

U5102 MISCELLANEOUS REIMBURSEMENT

*Ch 5, Part I regarding pet quarantine. APP G for reimbursable expenses on official travel.

U5104 ADVANCE OF FUNDS

Travel and transportation allowances prescribed for a member may be paid in advance. Par. U1010-B5. A member failing to complete at least 90% of the initial prescribed service periods (par. U5125-A5), and a member discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount NTE 75% of the least costly available common carrier transportation mode.

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SECTION 4: TRAVEL RESTRICTIONS

U5107 POC TRAVEL PROHIBITED

Each Service may issue regulations prescribing exigencies under which AOs may prohibit a member from using a POC when traveling as an individual (as distinguished from members traveling together under an authorization/order directing no/limited reimbursement). *If there are no Service regulations, an authorization/order prohibiting POC transportation is without effect.* Par. U5108 applies if the member's authorization/order states that POC travel is prohibited, or specifically directs a particular transportation mode. Par. U3002.

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

NOTE: Throughout par. U5108, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.

A. Transoceanic Travel. When travel is directed (as opposed to being authorized) by GOV'T/GOV'T-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. Par. U5116-D. ***NOTE:*** The policy in par. U3002-B allowing reimbursement NTE the directed mode cost does not apply.

B. Members Traveling Together under an Authorization/Order Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the authorization/order. The TDY per diem rules in Ch 4, Part B, also apply for PCS. ***NOTE:*** This form of travel may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.

*C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting AOs to direct in a travel authorization/order use of GOV'T transportation or common carriers and/or meal tickets for travel of enlistees, re-enlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. Par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If GOV'T/GOV'T-procured transportation and/or meal tickets are used, the member is authorized reimbursement of reimbursable expenses under Ch 4, Part F and APP G.

D. Travel Reimbursement. Unless otherwise prohibited in these regulations, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost. ***NOTE:*** Member transoceanic PCS travel is a notable exception.

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SECTION 6: UNUSUAL/EMERGENCY CIRCUMSTANCES

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

NOTE: *Par. U5905-C2 for HHG transportation under unusual/emergency circumstances.*

A. General

1. Par. U5240 covers dependent travel situations that are in:
 - a. Advance of the member's PCS, and
 - b. The GOV'T's best interest.
2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (par. U7200 for COT leave travel); certain dependent travel ICW a member's court martial; tour extensions; and alerts.
3. An authorization/order authorizing dependent travel and transportation must cite the specific par. U5240 under which the travel is authorized.
4. Ch 6 for dependent evacuation travel.
5. Part J for early return of a dependent, including a dependent in CONUS whose member spouse is court-martialed OCONUS.

B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives a PCS authorization/order to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, authorization for dependent travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in par. U5240-B. In par. U5240-B, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.
2. Restriction or Change in Designation Imposed after an Authorization/Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS authorization/order but before the dependent begin travel from the member's old PDS, the authorization for dependent travel and transportation allowances is determined under par. U5222-D1.
3. Restriction or Change in Designation Imposed after a Dependent Begins Travel. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the authorization in such cases cannot exceed that accruing from the old PDS to the appropriate:
 - a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or
 - b. Home port of the ship concerned and from the home port to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.

4. Restriction or Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. U5240-B1 where they were located under a prior authorization/order on the date they receive notification of the restriction or change in designation, no dependent travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed after a Dependent Leaves the Designated Location. When the restriction or change in designation is imposed after the dependent begins travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the authorization in this case cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

- a. Designated place in CONUS;
- b. Temporary OCONUS location as may be authorized/approved through the Secretarial Process; or
- c. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after the Dependent Arrives at Member's Duty Station. When the restriction or change in designation is imposed after the dependent arrives at the member's OCONUS PDS or home port, or the restriction or change in designation is not made known to the dependent until arrival at or in the vicinity of that PDS, dependent travel and transportation allowances under par. U5240-B are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependent evacuation is necessary, par. U6005 applies.

8. Subsequent Authorization. A member, otherwise authorized dependent travel and transportation allowances under par. U5201-A:

- a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or
- b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or
- c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS or home port of the ship concerned, up to those for travel from the place to which they were transported under par. U5240-B to the PDS or appropriate home port. ***However, when the dependent is in CONUS, the return transportation to the same or another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS or home port concerned or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependent may be retained at the place to which the dependent traveled under pars. U5240-B1, U5240-B2, U5240-B3, U5240-B4, U5240-B5, U5240-B6 and U5240-B7 until further transportation is authorized. ***NOTE: A dependent may be retained at a temporary OCONUS location to which transported under pars. U5240-B6 and U6005 only when authorized/approved through the Secretarial Process.*** Travel of the dependent of a member when the member is not authorized travel and transportation allowances under par. U5201-B is governed by par. U6005.

C. Dependent Travel and Transportation OCONUS for Medical Care

1. Dependent Definition. As used in par. U5240-C, a "dependent" is *any* dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

2. Local Medical/Dental Care Not Available

a. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

- (1) Is accompanying the member and the member has been on active duty for more than 30 days; and
- (2) Requires care not available in the member's OCONUS PDS area.

b. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U5240-C2c.

c. Exceptions. A dependent participating under a dental plan established under 10 USC §1076a (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available *except for*:

- (1) Emergency dental care,
- (2) Dental care provided at an OCONUS location, or
- (3) Dental care not covered by the dental plan.

3. Elective Surgery. *Travel and transportation reimbursement is not authorized for a dependent who travels for elective surgery.*

4. Transportation to and from a Medical and/or Dental Facility. When practicable, GOV'T transportation should be used for transportation authorized by par. U5240-C. When GOV'T transportation is not available or its use is not practicable, dependent patients must be transported by:

- a. GOV'T-procured commercial transportation,
- b. Personally procured commercial transportation, or
- c. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. *TDY mileage may not be paid*. However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation been furnished by the GOV'T (i.e., GOV'T or GOV'T-procured transportation). ***NOTE: This limit does not apply when GOV'T or GOV'T-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

5. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

6. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. *Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982).*

7. Lodging and Meals. The actual cost of dependent's lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. The amount paid for lodging and meals may not be in excess of the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/dental facility locality per diem rate. This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE:

**1. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area (APP A) does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G).*

**2. The locality per diem lodging ceiling in a foreign OCONUS area (APP A) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

*8. Reimbursable Expenses. The dependent is authorized reimbursement for the reimbursable expenses listed in APP G except that if a POC is used to and from the transportation terminal, reimbursement is for the actual expenses incurred, as in par. U3305-B1 and *payment of mileage is not authorized*. Receipt requirements are the same as those in par. U2510.

9. Attendants for a Dependent. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Ch 7, Part Q.

10. Advance. Funds may be advanced to cover expenses reimbursable under par. U5240-C.

11. Administrative Provisions. An authorization/order authorizing/approving dependent travel for medical or surgical care must cite par. U5240-C as authority. A statement by a competent medical official (military or civilian, as available) must support the authorization/order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the authorization/order must so indicate and the AO's statement in the authorization/order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the authorization/order is issued.

12. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5201-A, whose dependent is transported to a place other than the member's PDS under par. U5240-C, is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment authorization/order.

D. Dependent Travel and Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D ([45 Comp. Gen. 208 \(1965\)](#)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS authorization/order to a unit so alerted.

2. Member Not Transferred to a Dependent-restricted OCONUS Tour after Alert Notice Announcement. When a dependent has traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependent Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS.

NOTE: The authorization limit is up to that from the old to the current PDS. Authorization under par. U5240-E is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances, and
2. The needs of the Service.

Authorization under par. U5240-E also is limited to the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment ([B-208861, 10 November 1982](#)).

F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member Stationed in CONUS)

1. Travel and Transportation Allowances. A member (with dependent) stationed in CONUS, is authorized dependent PCS travel and transportation allowances, if the member:

a. Is sentenced by a court martial to:

- (1) Confinement for more than 30 days,
- (2) Receive a dishonorable/bad-conduct discharge, or
- (3) Dismissal from a Uniformed Service, or

b. Receives an administrative discharge under other than honorable conditions.

2. Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

a. The authorized destination, and

b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Request. Travel may be requested by:

- a. The member,
- b. The member's spouse, or
- c. Another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:
- Member, or
 - Dependent or ex-spouse, (when the member authorizes payment to either of them ([B-193430, 21 February 1979](#))).
6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (par. U5012-I), dependent travel must start within 180 days from the date:
- The court-martial is completed, or
 - Of administrative discharge.

G. Dependent Travel and Transportation Incident to an IPCOT. A member stationed OCONUS who is selected to serve an IPCOT is authorized dependent travel and transportation allowances as follows:

NOTE: An IPCOT is not an extension; it is another full tour.

- Unaccompanied to Accompanied Tour
 - Dependent travel and transportation at GOV'T expense from a designated place to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served.
 - A member who acquires a dependent after the PCS authorization/order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.
- Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.
- Accompanied-to-Accompanied Tour. A member who acquires a dependent after the PCS authorization/order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

H. Travel and Transportation for a Dependent Relocating for Personal Safety. Par. U5205.

U5241 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. Par. U5241-A applies to a dependent of a member (without regard to command sponsorship ([B-158661, 22 December 1966](#))) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), or who dies while entitled to basic pay (37 USC §406(f)).

B. Definitions

- Dependent. APP A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at GOV'T expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS. Par. U5215-B.
- Transportation. "Transportation," as used in par. U5241, includes transportation-in-kind or reimbursement therefore under pars. U5201-A1b, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under par. U5241-C unless a reasonable relationship exists between the circumstances of the dependent and the requested destination, as determined by the Service concerned.
2. Time. Authority for dependent travel and transportation allowances ends if the dependent does not begin travel to the final home within 1 year after the date of the official status report. However, travel at a later date may be authorized/approved through the Secretarial Process. Par. U5012-I. No travel and transportation allowances are authorized under par. U5241 when travel is delayed until after receipt of official notice that the member has returned to an active status. Effective for deaths occurring on or after 6 January 2006, the dependent has 3 years, beginning on the date of the death of the member to choose a HOS for the purpose of travel and transportation allowances.

Examples:

Member on active duty died on 3 January 2006 -- Family has 1 year to make a HOS.
Member on active duty died on 10 January 2006 -- Family has until 9 January 2009 for HOS.

3. Per Diem. A dependent authorized the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 USC §406(f)), also is authorized per diem under par. U5210. Per diem is not payable ICW the other dependent transportation authorized in par. U5241.

D. When Authorized

1. General. A dependent may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when the dependent receives official notice that the member is:
 - a. Dead; or
 - b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or
 - c. Absent for a period of more than 29 days in a missing status.

When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the authorization to a final move at GOV'T expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

- a. Status Change. A dependent moved under par. U5241-D1 may again be moved under par. U5241-D1 when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.
- b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under par. U5241-D1 may be moved again under par. U5241-D1 when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.
3. Termination of Casualty Status. When the member's casualty status is terminated, authorization for dependent travel and transportation allowances under par. U5201 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations or instructions deemed necessary for the judicious administration of the authorization contained in par. U5241.

F. Attendant for a Dependent. Ch 7, Part Q, concerning an attendant for a dependent authorized travel under par. U5241.

U5242 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f)

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

1. General. An eligible relative is authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in par. U5242, means:

- a. The deceased member's surviving spouse (including a remarried surviving spouse);
- b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;
- c. The deceased member's parent or parents as defined in 37 USC §401(b)(2) (***NOTE 1*** below);
- d. The deceased member's siblings;
- e. The person who directs the disposition of the deceased member's remains under 10 USC §1482(c) (***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under 10 USC §1482(c) to direct the disposition of the remains if individual identification had been made; and
- f. If no person described in par. U5242-A1a, U5242-A1b, U5242-A1c, or U5242-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are selected by the person referred to in par. U5242-A1e. A person provided travel and transportation under par. U5242-A1f is in addition to the person referred to in par. U5242-A1e.

2. Attendant or Escort. An attendant or escort (pars. U7550-A and U7550-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

- a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and
- b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5242-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

- a. The time necessary to travel to the location concerned, plus
- b. NTE 2 days at that location, and
- c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) Transportation-in-kind,
- (2) Reimbursement for the cost of personally procured commercial transportation,
- (3) Automobile mileage rate (par. U2600) for the official distance traveled by POC.

GOV'T transportation must be used to the maximum extent practicable ICW transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5201-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the personally procured commercial transportation cost between origin and destination (minus any used GOV'T-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. An eligible family member is authorized per diem computed using the 'Lodgings-Plus' method in Ch 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

*d. Reimbursable Expenses. The authorized traveler(s) is/are authorized reimbursement for the reimbursable expenses (APP G) incurred incident to travel under par. U5242. Receipt requirements are the same as those in par. U2510.

e. Definitions. Par. U5242-C.

B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict

1. General. Par. U5242-B applies to an eligible family member (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. Definition of Eligible Family Member. For purposes of par. U5242-B1, an eligible family member of the deceased member of the armed forces includes the following:

- a. Surviving spouse (including a remarried surviving spouse) of the deceased member,
- b. Child or children, including children described in section 37 USC §401(b)(1) (NOTE 4 below) of the deceased member,
- c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (NOTE 1 below),
- d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. An eligible family member is issued an ITA under APP E, Part II, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242, the term “burial ceremony” includes the following:

1. An interment of casketed or cremated remains;
2. A placement of cremated remains in a columbarium;
3. A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (**NOTE 3** below); and
4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

NOTE 1: For the purposes of par. U5242-A1c and U5242-B2c: 37 USC §401(b)(2), the term “parent” means:

- a. A natural parent of the member;
- b. A step parent of the member;
- c. A parent of the member by adoption;
- d. A parent, stepparent, or adopted parent of the spouse of the member; and
- e. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.

NOTE 2: With reference to par. U5242-A1d(1): 10 USC §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

- a. The surviving spouse of the decedent;
- b. Blood relatives of the decedent;
- c. Adoptive relatives of the decedent; and
- d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

NOTE 3: For the purpose of par. U5242-C3; 10 USC §1482(d)(2) reads as shown below:

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) reimbursed by the Secretary Concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of Chapter 10 of Title 37, whichever is later.”

NOTE 4: For the purposes of par. U5242-B2b: 37 USC §401(b)(1), the term “child” includes a/an:

- a. *Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);*
- b. *Adopted child of the member, including a child placed in the member’s home by a placement agency (recognized by the SECDEF) in anticipation of the member’s legal adoption of the child; and*
- c. *Illegitimate child of the member if the member’s parentage of the child is established IAW criteria prescribed in regulations by the Secretary Concerned.*

U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER

A. General. Ordinarily, not more than three family members (par. U5246-B) of a member described in par. U5246-A1 or U5246-A2 may be provided transportation for one round-trip and per diem under par. U5246 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than three family members in extenuating circumstances. Par. U1010-B1 for claims and APP E, Part I, par. A2q for ITA authority. **NOTE: Limitation for each family member is (1) transportation and per diem for one round-trip between the family member’s home and the medical facility in which the member is hospitalized (37 USC §411h), and (2) per diem only at/in the medical facility vicinity when a family member travels to and from the medical facility at personal expense.**

1. Active Duty Member Including an RC Member on Active Duty

- a. Seriously Ill or Injured. Transportation for one round-trip and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.
- b. Hospitalized as Result of Combat Injury. Transportation for one round trip and per diem, may be authorized for each family member authorized to visit a member not described in par. U5246-A1a who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the U.S. for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the U.S. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

2. RC Member Entitled to Disability Pay and Allowances. Transportation for one round-trip and per diem is authorized to visit an RC member entitled to disability pay and allowances under 37 USC §204(g), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

- a. In the line of duty while performing inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
- b. While traveling directly to or from such training.

DoDFMR, Volume 7A, paragraph 80254, table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for a Coast Guard member at <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/PayMan.htm>

3. Member Retired due to Illness or Injury. Transportation for one round-trip and per diem is authorized to visit a member who is retired solely because of a serious injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

NOTE: *The families of cadets/midshipmen are not eligible for this transportation.*

B. Definition. "Family members" as used in par. U5246 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case. If the family member is a:

1. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.
2. Civilian Employee: A U.S. Government civilian employee is authorized the TDY travel and transportation allowances in regulation issued by the agency or department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel authorization.
3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E, Part I, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;
2. Reimbursement for the cost of personally procured commercial transportation (***CTO/TMC use is still MANDATORY***);
3. Automobile mileage rate (par. U2600) for the official distance traveled by POC.

GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Per Diem. When a family member is authorized a round-trip to and from a medical facility at GOV'T expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously ill or injured member, and for return travel to the family member's home. ***Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5246-D.***

1. Family Member Travels to the Medical Facility at GOV'T's Expense but Returns Home at Personal Expense. If a family member travels to the medical facility at GOV'T expense but returns home at personal expense, per diem stops on, and is not paid for, the departure day. When the family member returns to the medical facility at personal expense per diem resumes on the arrival day at the medical facility location. When the family member returns home at GOV'T expense per diem is paid for the return travel.

2. Family Member Travels to and From the Medical Facility at Personal Expense. When a family member, who was authorized travel to and from the medical facility at GOV'T expense, later travels to and from the facility at personal expense, per diem begins on the arrival day at the medical facility location and terminates on, and is not paid for, the departure day from that location. Per diem is not paid for travel to and from the medical facility.

*E. Reimbursable Expenses. The member is authorized reimbursement for the reimbursable expenses (APP G) incurred incident to travel under par. U5246. Receipt requirements are the same as those in par. U2510.

U5258 TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE

A. Definitions

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:
 - a. Is serving on active duty;
 - b. Was held captive, as determined by the Secretary Concerned; and
 - c. Is repatriated to a site inside or outside the U.S.
2. "Family members" as used in par. U5258 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

B. Family Authorized Travel and Transportation

1. Not more than three family members of a member (par. U5258-A), or
2. Not more than two persons related to and selected by the member if no family members (as described in par. U5258-A) are able to travel to the repatriation site.

NOTE: The Secretary Concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances determined to be appropriate by the Secretary Concerned.

C. Attendant. In addition to family members or other persons authorized to travel in pars. U5258-B1 and U5258-B2, the Secretary Concerned may provide travel and transportation allowances to an attendant to accompany a family member (par. U5258-B1) if the Secretary Concerned determines that:

1. A family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and
2. No other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

D. Transportation. One, or a combination, of the following round-trip transportation methods may be provided between the family member's home (or home of the attendant or person provided transportation) and the repatriation site location at which the member is located:

1. Transportation-in-kind.
2. Automobile mileage rate (par. U2600) for the official distance traveled by POC.

3. Reimbursement for the commercial transportation cost NTE the cost of GOV'T-procured round-trip air travel.

E. Per Diem. A [per diem allowance](#) or AEA, whichever applies, as prescribed in Ch 4, Part B or C, for the allowable travel time computed under par. U3005-C is authorized for travel to, from, and while at the repatriation site for travel under par. U5258.

F. Funds Advance. An allowance under par. U5258 may be paid in advance. Par. U2300.

SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCONUS PDS IS NOT AUTHORIZED OR STORAGE ICW CONTINGENCY OPERATION TDY

U5462 DEFINITION

The following definition is used *only* for the purposes of this Section:

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any U.S. possession.

U5464 GENERAL

POV storage is in lieu of POV shipment. This Section prescribes POV storage allowances for eligible members ordered to a foreign/non-foreign OCONUS (par. U5462) PDS to which a POV is not permitted to be transported, or sent TDY for more than 30 days to a contingency operation. It also covers allowances associated with:

1. Travel to and from designated storage facilities,
2. POV storage preparation,
3. Actual storage costs,
4. POV preparation for removal from storage, and
5. Costs associated with delivery to the next authorized destination (par. U5410).

NOTE: APP A for definition of a contingency operation.

U5465 CARE AND STORAGE

The GOV'T's responsibility begins when the POV is accepted for storage and continues (including during continued storage at member's expense) until the POV is delivered to the member. The SDDC website at:

<http://www.sddc.army.mil/>, and "Storing your POV" at:

<http://www.sddc.army.mil/sddc/Content/Pub/8808/dbcn8808.pdf> for the member's responsibility and other requirements related to storing a POV.

Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed. A member is financially responsible for storage and/or transportation of additional POVs.

U5466 ELIGIBILITY

NOTE: Members with a contingency operation TDY start date or a PCS order effective date on/after 1 April 1997 are eligible for this storage. A member is eligible for this storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage authority begins effective with the beginning of the IPCOT.

A. Members. A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS area (par. U5462) PDS; and the
 - *a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the U.S. preclude shipment/entry of a POV at GOV'T expense into that foreign/non-foreign OCONUS (par. U5462) PDS; or

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*b. POV would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (par. U5462) PDS; or

2. Sent TDY for more than 30 days to a contingency operation (APP A).

B. Storage. The Services, through their Secretarial processes, may designate POV storage facilities.

1. GOV'T-procured Storage Available

a. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility.

b. A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost, NTE the GOV'T's constructed storage cost.

2. GOV'T-procured Storage Not Available. When:

a. GOV'T-procured storage:

(1) Is not available, or

(2) Has not been designated, or

b. The member is instructed by the shipping/transportation officer to store the POV at personal expense,

the member arranges POV storage at a commercial storage facility and is reimbursed for the actual storage costs.

U5467 STORAGE IN LIEU OF SHIPMENT

POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited. A member who stores a POV at GOV'T expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS. However, the member may ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS. ***The member may not continue to store the POV at GOV'T expenses while shipping another POV to the subsequent OCONUS PDS.*** This is based on the shipping allowance to the subsequent OCONUS PDS.

Example 1: A member PCSs from CONUS to Japan (POV transportation not authorized) and the GOV'T pays to store the member's POV. The member receives a PCS authorization/order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have POV shipping authority from Japan because the member stored a POV.

Example 2: A member PCSs to Japan (POV transportation not authorized) and the GOV'T pays to store the member's POV. The member receives a PCS authorization/order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.

NOTE: *Removing the POV from storage before the member departs PCS/enters an IPCOT does not negate that the member stored a POV and is not authorized POV shipment. A member who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.*

U5468 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

A. General. A Service may elect to transport the POV to and/or from the storage location. If a Service elects not to transport the POV, the member may personally arrange the transportation to and/or from the selected storage facility. If a Service elects to transport the POV, the member may elect to personally arrange POV transportation -- member's option.

1. GOV'T-procured Transportation Available to and/or from Storage Facility

a. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.

b. When GOV'T-procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is reimbursed for the actual transportation cost NTE the GOV'T's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance NTE the GOV'T's constructed transportation cost.

NOTE: For an OCONUS Traveler: The member is to be reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/vehicle port) NTE the GOV'T's constructed transportation cost of shipping/transporting the POV.

2. GOV'T-procured Transportation Not Available to and/or from Storage Facility. When GOV'T-procured transportation to and/or from storage is not available, or the member is instructed by the shipping/transportation officer to personally arrange POV transportation, the member is to be reimbursed for the actual transportation cost. If the POV is driven, the member is to be reimbursed the automobile mileage rate for the official round-trip distance.

Travel time computed under par. U5160 is allowed for the round trips to deliver and/or pick-up a POV under par. U5468-A.

B. Delivery/Pick-up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.

2. ***Vehicle storage transportation reimbursement may only be paid as mileage (par. U2600) and is only for the round-trip distance from the old PDS to the closest VPC/loading port servicing the old PDS.*** This limitation does not apply to a member who stored a vehicle commercially with GOV'T reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.

3. A roundtrip is authorized to:

a. Deliver the POV to the storage facility, and

b. Pick-up the POV from the storage facility.

4. These roundtrips are available only if POV delivery and/or pickup is:

a. Not concurrent with PCS travel, or

b. ICW TDY on a contingency operation.

NOTE: For this Section, an RC member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR or PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR, or authorized HOS of the member under par. U5130-A1.

C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. An eligible member and/or dependent(s) who travels via the designated storage facility is authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.

2. Delivery - Travel to Storage Facility via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE to drop off dependents, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances (including per diem) from the old PDS to the passenger POE for self and dependents, plus PCS allowances for self from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. An eligible member (and/or dependent(s)) who travels via the designated storage facility is authorized PCS allowances (including appropriate per diem) for direct travel from the passenger POD to the designated storage facility and then to the new PDS.

E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility ICW TDY En Route. An eligible member who delivers a POV to a designated storage facility ICW a PCS to a foreign/non-foreign OCONUS (par. U5462) PDS with TDY en route, is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. U5105-B2);
- b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and
- c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) delivers the POV to the designated storage facility without traveling to the TDY en route location, par. U5468-C for dependent travel and transportation allowances.

2. Pick-Up in ICW TDY En Route. An eligible member, who picks up a POV from a designated storage facility ICW PCS travel to/from an en route TDY station, is authorized:

- a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;
- b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
- c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) picks up the POV from the designated storage facility without traveling to the TDY en route location, par. U5468-D for dependent travel and transportation allowances.

U5470 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate POV storage facilities (par. U5466).

B. Personally-procured POV Storage

1. Commercial Storage Facilities

a. General. Commercial storage facilities include storage facilities at which anyone may store a POV (i.e., not limited to the particular member/service members in general).

b. Storage Reimbursement. A member may be reimbursed for storing one POV at a commercial facility (par. U5466).

c. Travel Reimbursement. A member may be reimbursed for travel to/from a commercial storage facility NTE the cost of travel to the Service-designated storage facility. Example: A member stationed in Fort Bragg, NC, chooses to store a POV in a commercial storage facility in Raleigh, NC. The Service-designated facility is in Goldsboro, NC. Member may be reimbursed for travel to/from the commercial facility NTE the cost of travel to/from Fort Bragg to Goldsboro.

2. Non-commercial Storage Facility

a. General. *Storage in a private residence, garage, or on a private lot does not constitute storage at a commercial facility.*

b. Storage Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with the POV vehicle's storage.

c. Travel Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with or transportation to/from storage.

U5472 FACTORS AFFECTING POV STORAGE

A. Authorization/Order Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS authorization/order receipt (or notification of deployment on a contingency operation) may be removed and shipped/transhipped to the proper destination, including the old or current PDS, at GOV'T expense, if the PCS (or contingency operation notification) authorization/order is later amended, modified, canceled, or revoked. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions in par. U5317 apply.

B. Storage before an Authorization/Order is Issued. POV storage is permitted before a PCS (or contingency operation order/notification) authorization/order is issued to a member. A written statement must support the storage request:

1. From the PCS (or contingency operation designating) AO or the designated representative that the member was advised before such an authorization/order (or notification) was issued that it would be issued, and

2. Signed by the shipping applicant agreeing to be financially responsible for:
 - a. The entire storage cost if the PCS (or contingency order/notification) authorization/order to authorize storage is not issued later, and
 - b. Any additional POV transshipment costs to another storage facility required because the PDS named in the authorization/order is different than the PDS named in the statement required in par. U5472-B1 (or return to the current PDS if the contingency order/notification is not issued).
3. The length of time before a PCS (or a contingency operation notification) authorization/order is issued, during which a member may be advised that the PCS (or notification) authorization/order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the authorization/order (or contingency operation notification) is actually issued.
4. General information furnished to the member concerning PCS (or contingency operation notification) authorization/order issuance before the determination is made to actually issue the authorization/order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (par. U5462) duty, anticipated contingency departure date, etc.) is not advice that the authorization/order or notification is to be issued ([52 Comp. Gen. 769 \(1973\)](#)).

C. Time Limitation. Unless otherwise prescribed in this Volume, POV storage for a member may be initiated any time while the authorization/order remains in effect and prior to receipt of the next PCS authorization/order, as long as the POV storage is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).

U5474 RESTRICTIONS

- A. Restriction on Vehicle Size. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage costs caused by the vehicle's excess size (par. U1010-B9). As an exception, the Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member or dependents(s) require the oversized POV for medical reasons. Excess costs are collected IAW Service regulations.
- B. Combining POV Size Limitation when Husband and Wife Are Members. The size restriction contained in par. U5474-A may be ignored for the purpose of storing one larger vehicle at GOV'T expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage. Payment for storing the vehicle may not exceed the GOV'T's total cost if each member had stored a vehicle within the maximum standard size.
- C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (par. U1010-B9).

U5476 CONTINUED POV STORAGE

- A. Continued POV Storage for Active Duty Members. A POV may remain in storage at GOV'T expense for up to 90 days after the member returns from an OCONUS PDS (par. U5462) to which the POV could not be shipped, or from TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

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B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty who has a POV in storage under par. U5466, is authorized continued POV storage until the 180th day after the active duty termination date, *unless specifically prohibited in par. U5360*. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. U5466, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death). The authority and circumstances in par. U5365 apply for extending the 1-year storage limit. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

NOTE: Pickup/delivery out of storage is authorized at GOV'T expense, regardless of time in storage (as long as the member's authorization/order is valid). This includes storage that has been converted to storage at the member's expense.

U5479 FUNDS ADVANCE

Authorized POV storage costs may be paid in advance.

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SECTION 3: SAFE HAVEN ALLOWANCE**U6054 SAFE HAVEN ALLOWANCE**

A. Purpose. A safe haven allowance is provided to assist a dependent in meeting the excess costs involved in temporarily maintaining a place away from the PDS. Each dependent listed in par. U6050-A, including a dependent who turned 21 while at the safe haven/DESIGNATED PLACE, are authorized safe haven evacuation allowances.

NOTE:

**1. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to lodging reimbursement.*

2. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

1. 'Lodgings-Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated dependent is authorized a safe haven allowance computed under the 'Lodgings-Plus' computation method for each day the dependent is in an evacuation status. ***An AEA described in Ch 4, Part C, does not apply to an evacuation.*** The 'Lodgings-Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. APP A PER DIEM definition and Ch 4, Part B for an explanation of the expense items the safe haven allowance is intended to cover. The maximum lodging reimbursement for a dependent family is the actual total daily lodging the family incurs, NTE the sum of the daily lodging portion of the evacuation allowance authorized for each dependent concerned. Because such an evacuated dependent may stay with a friend or relative while at a safe haven, par. U4129-E applies. ***That is, if an evacuated dependent stays with a friend or relative 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 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 dependent is authorized the M&IE portion of the safe haven allowance even if not authorized the lodging portion of the safe haven allowance for any given day. Computations in par. U6054-G. ***GOV'T dining facility/mess or open mess availability/use has no effect on safe haven evacuation allowances even though the dependent may or does use such facilities without charge.*** Par. U6054 safe haven evacuation allowances may be paid in advance as in par. U6060-A.

2. Authorization Termination

a. Authorization for safe haven evacuation allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or,

(2) Terminate sooner for other reasons.

b. If not terminated under par. U6054-B2a(1) or U6054-B2b(2), above, safe haven evacuation allowances, authorized in par. U6054-B, terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven evacuation allowances is extended by the Secretarial Process; or,

(2) Member dies. Par. U6050-A.

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

- (1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;
- (2) Date the dependent departs the safe haven for the PDS or DESIGNATED PLACE (or converts the safe haven to the DESIGNATED PLACE); or
- (3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a DESIGNATED PLACE. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/DESIGNATED PLACE and is then authorized to return to the PDS or move to a DESIGNATED PLACE, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the lodging portion of the safe haven evacuation allowances for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling:

1. From:

- a. The place a dependent, while traveling to a member's PDS, receives notification of the evacuation under par. U6054-D or par. U6054-F to a safe haven or DESIGNATED PLACE;
- b. A member's CONUS PDS to a safe haven or DESIGNATED PLACE;
- c. One safe haven to another safe haven;
- d. A safe haven to a DESIGNATED PLACE, or;
- e. A safe haven or DESIGNATED PLACE to return to member's CONUS PDS;

2. The safe haven allowance payable, IAW par. U6054-C1, to a dependent in an evacuation status:

- a. Age 12 or older is equal to that payable to a member traveling on TDY;
- b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

1. Safe Haven Evacuation Allowances Payable. A safe haven evacuation allowance rate is based on the locality per diem rate for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the dependent's initial safe haven arrival date. The safe haven evacuation allowance is computed as shown in examples in par. U6054-G, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven evacuation allowance amount, while a dependent under age 12 is authorized NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent, and/or the Secretary Concerned for a non-DoD member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or safe haven evacuation allowance rate percentage by the USD (P&R) for a DoD member's dependent, and by the Secretary Concerned for a non-DoD member's dependent under par. U6052-D) at:

- a. 60% of the locality per diem rate for the area for a dependent age 12 and older; and
- b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional cost involved in maintaining a specific dependent at a safe haven (i.e., the additional expense for lodging and M&IE exceed the reduced rate amount). The specific dependent receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent's behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven evacuation allowances rate.

2. Safe Haven Evacuation Allowances when Movement Is Directed or Authorized to Another Safe Haven.

Competent authority (par. U6052) may direct a dependent to move between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. U6054-D1. A dependent, who is directed to move between safe havens (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven) receives safe haven evacuation allowances in par. U6054-D1 for NTE 180 consecutive days begin again on the arrival date at the new safe haven. If at the dependent's or member's request, a dependent is authorized to travel between:

- (a) Safe havens (e.g., from a CONUS safe haven to a safe haven in Puerto Rico), or
- (b) Locations within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) is paid under par. U6054-C except for the arrival day at the new safe haven.

3. Return to the Member's PDS Authorized. When the evacuation status is terminated and competent authority authorizes a dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. U6054-D1.

4. Safe Haven Evacuation Allowances - Termination when an Evacuated Dependent Is Directed to Move to a DESIGNATED PLACE. A dependent at a safe haven is expected to comply promptly with the requirement to select a DESIGNATED PLACE and move thereto, if the dependent selects other than the safe haven location as the DESIGNATED PLACE. The requirement to select a DESIGNATED PLACE is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement to relocate to a DESIGNATED PLACE must specify the date on which safe haven evacuation allowances terminate for a dependent directed to relocate from the safe haven to a DESIGNATED PLACE. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. U6054-B2.

5. A Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the member's CONUS PDS vicinity who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is at a safe haven. Safe haven evacuation allowances for the dependent's location are authorized beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent and/or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Safe Haven Evacuation Allowances when Away from the Safe Haven. Safe haven evacuation allowances continue for a dependent at a safe-haven location under par. U6054-D5, who is absent from the safe haven for

personal reasons, is authorized a continuation of safe haven evacuation allowances during such absences provided the dependent does not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs are the dependent's financial responsibility. The locality rate used and payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven evacuation allowance is based on the locality per diem rate which is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances at a DESIGNATED PLACE. When a dependent selects a DESIGNATED PLACE and move there, or converts the safe haven to a DESIGNATED PLACE, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodgings and M&IE while locating and establishing such residence. While at a DESIGNATED PLACE, a dependent who:

1. Moves to a DESIGNATED PLACE is authorized safe haven evacuation allowances as in par. U6054-D.
2. Converts the safe haven to a DESIGNATED PLACE, is authorized safe haven evacuation allowances as in par. U6054-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. U6054-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the DESIGNATED PLACE or the date the safe haven is converted to a DESIGNATED PLACE. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period as warranted. The safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the DESIGNATED PLACE using par. U6054-D. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging and M&IE.

F. Safe Haven Evacuation Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/ Ordered. When a member's CONUS PDS is authorized/ordered to be evacuated, an en route dependent:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to GOV'T reimbursement,
2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation, and
3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to another safe haven or to a DESIGNATED PLACE

is authorized safe haven evacuation allowances at the applicable [per diem rate](#) for the area concerned, computed as shown in par. U6054-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a DESIGNATED PLACE. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a DESIGNATED PLACE is authorized, pars. U6054-C and U6054-E apply.

*G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for

computing safe haven evacuation allowances:

NOTES:

1. The locality per diem rates/mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.
- *2. Lodging tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to safe haven evacuation allowances.
- *3. Lodging tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in a foreign OCONUS area is not a reimbursable expense. It is part of the per diem rate used in safe haven evacuation allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.
4. OCONUS locality per diem includes laundry/dry-cleaning/pressing of clothing cost. CONUS locality per diem does not include laundry/dry-cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or DESIGNATED PLACE.

EXAMPLE 1					
A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS PDS to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the 3 dependents, who shared one room, was \$100 plus \$11.50 for lodging tax (11.5%). The applicable maximum locality rate was \$146 (\$90/\$56).					
(a) The maximum daily amount that may be paid to the member's 3 dependents for the first 30 consecutive days is determined as follows. Par. U6054-D1.					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$146), which in this case is \$56 for M&IE and NTE \$90 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.					
		M&IE		Max Lodging	Total
Member's spouse:		\$56		\$90	\$146
Child (age 12 or older)		\$56		\$90	\$146
Child (under age 12)		\$28	\$56 x 50%	\$45	\$90 x 50%
Max daily amount payable for the 3 dep:		\$140		\$225	\$365
(b) Determine the actual total daily amount for each of the first 30 consecutive days, within the maximum amounts shown in (a) (\$140 for M&IE and NTE \$225 for lodging), as follows:					
M&IE:	\$140	The M&IE, in this daily amount, is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	\$100	This is the actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the maximum (\$225) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	\$240	Daily amount that is payable to the dependents within the maximum \$365/day established in (a) for the three dependents for each of the first 30 consecutive days.			
Lodging Tax:	\$11.50				
Total:	\$251.50	Actual daily amount (including lodging tax) paid for the three dependents' costs incurred for first 30 consecutive days.			
(c) Beginning on the 31st day, the safe haven allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st through the 180th consecutive days for the member's three dependents in this example as follows:					
		M&IE		Max Lodging	Total
Member's spouse:		\$33.60	\$56 x 60%	\$54	\$90 x 60%
Child (age 12 or older)		\$33.60	\$56 x 60%	\$54	\$90 x 60%
Child (under age 12)		\$16.80	\$56 x 30%	\$27	\$90 x 30%
Max daily amount payable for the 3 dep:		\$84.00		\$135	\$219.00
(d) Determine the actual total daily amount paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$84.00 for M&IE and NTE \$135 for lodging), as follows:					
M&IE:	\$84.00	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	\$100	This is the actual daily amount (not including lodging tax) paid for lodging by the 3 dependents, which is less than the maximum (\$135) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	\$184.00	The daily amount that is payable to dependents within the maximum \$219.00 established in (b) for costs incurred by the 3 dependents for the 31st to 180th consecutive days.			
Lodging Tax:	\$11.50				
Total:	\$195.50	The actual daily amount (including lodging tax) paid for costs incurred by the 3 dependents on the 31st to the 180th consecutive day.			

EXAMPLE 2					
A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was \$110 plus \$9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also \$110 plus \$9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was \$226 (\$155/ \$71).					
(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. Par. U6054-D1.					
Each dependent age 12 or older is authorized safe haven allowance up to the full rate (\$226), which in this case is \$71 for M&IE and up to \$155 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.					
		M&IE		Max Lodging	Total
Member's spouse:		\$71		\$155	\$226
Child (12 or older)		\$71		\$155	\$226
Child (12 or older)		\$71		\$155	\$226
Child (under 12)		\$35.50	\$71 x 50%	\$77.50	\$155 x 50%
Max daily amount payable for the 4 dep:		\$248.50		\$542.50	\$791
(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) (\$248.50 for M&IE and NTE \$542.50 for lodging), as follows:					
M&IE:	\$248.50	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.			
Lodging:	\$220	The actual daily lodging cost for the 4 dependents (\$110 + \$110) (not including lodging tax), which is less than the max (\$542.50) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	\$468.50	Daily amount paid to the dependents within the maximum \$791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.			
Lodging Tax:	\$19.80	\$9.90 + \$9.90			
Total:	\$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.			
(c) Beginning on the 31st consecutive day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31st through the 180th consecutive days is determined as follows:					
		M&IE		Max Lodging	Total
Member's spouse:		\$42.60	\$71 x 60%	\$93	\$155 x 60%
Child (12 or older)		\$42.60	\$71 x 60%	\$93	\$155 x 60%
Child (12 or older)		\$42.60	\$71 x 60%	\$93	\$155 x 60%
Child (under 12)		\$21.30	\$71 x 30%	\$46.50	\$155 x 30%
Max daily amount payable for the 4 dep:		\$149.10		\$325.50	\$474.60
(d) Determine the actual total daily amount that is paid for 31st through 180th consecutive days, within the maximum amounts shown in (c) (\$149.10 for M&IE and NTE \$325.50 for lodging), as follows:					
M&IE:	\$149.10	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.			
Lodging:	\$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max (\$325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.			
Daily Amount:	\$369.10	Daily amount paid to dependents within the maximum \$474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.			
Lodging Tax:	\$19.80	\$9.90 + \$9.90			
Total:	\$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31 st through the 180 th consecutive days.			

EXAMPLE 3					
<p>A member, spouse and one child over age 12 were in a CONUS location on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted the organization at the CONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6054-D5, the dependents were determined to already be at a safe haven and are authorized safe haven evacuation allowances for the place at which they were located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, the dependents were authorized safe haven evacuation allowances under par. U6054-D1 beginning on that date. The member's spouse and child stayed in the spouse's parent's home. The locality rate for the CONUS location at that time was \$186 (\$130/\$56).</p>					
<p>(a) The maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents is determined as follows. Par. U6054-D1,</p>					
<p>Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full locality rate which in this case is \$186 (\$130/ \$56).</p>					
	M&IE		Max Lodging		Total
Member's spouse:	\$56		\$130		\$186
Child (age 12 or older)	\$56		\$130		\$186
Max daily amount payable for the 2 dependents:	\$112		\$260		\$372
<p>(b) The actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) (\$112 for M&IE and NTE \$260 for lodging), is determined as follows:</p>					
M&IE:	\$112	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.			
Lodging:	\$0	No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1).			
Total:	\$112	The actual daily amount paid to dependents the 2 dependents' costs for first 30 consecutive days.			
<p>(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependents age 12 or older) of the applicable locality rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's 2 dependents in this example as follows:</p>					
	M&IE		Max Lodging		Total
Member's spouse:	\$33.60	\$56 x 60%	\$78	\$130 x 60%	\$111.60
Child (age 12 or older)	\$33.60	\$56 x 60%	\$78	\$130 x 60%	\$111.60
Max daily amount payable for the 2 dependents:	\$67.20		\$156.00		\$223.20
<p>(d) The actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$67.20 for M&IE and NTE \$156.00 for lodging), is determined as follows:</p>					
M&IE:	\$67.20	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.			
Lodging:	\$0	No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1).			
Total:	\$67.20	The actual daily amount paid for the 2 dependents' costs on 31 st to 180 th consecutive days.			

EXAMPLE 4					
Member's spouse, one child age 14 and one child age 9 evacuated from member's CONUS PDS to a DESIGNATED PLACE.					
The travel itinerary was as follows: Departed the CONUS PDS on 14 August. Arrived at a CONUS location en route to the DESIGNATED PLACE on 14 August. Remained overnight at the CONUS location; incurred lodging cost of \$95 plus \$11.40 lodging tax (12%). Departed the CONUS location on 15 August. Arrived at the DESIGNATED PLACE on 15 August.					
The dependents shared a hotel room at the DESIGNATED PLACE and incurred a lodging cost of \$105 plus \$13.13 lodging tax (12.5%) per day until they moved into a permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the DESIGNATED PLACE. Safe haven evacuation allowances at the DESIGNATED PLACE begin on the arrival date at that location (15 August) and continues to 2400 on the day they occupied the permanent residence. Par. U6054-E. The maximum locality rate at the CONUS location en route, at the time of travel was \$155 (\$99/ \$56). The maximum locality rate at the DESIGNATED PLACE was \$161 (\$110/ \$51).					
(a) The maximum safe haven evacuation allowances that may be paid for the member's 3 dependents for 14 August while they traveled to the DESIGNATED PLACE and while they remained overnight at the en route CONUS location (par. U6054-E):					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$148), which in this case is \$44 for M&IE and NTE \$99 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.					
		M&IE		Max Lodging	Total
Member's spouse:		\$56		\$99	\$155
Child (age 14)		\$56		\$99	\$155
Child (age 9)		\$28	\$56 x 50%	\$49.50	\$99 x 50%
Max daily amount payable for the 3 dependents:		\$140		\$247.50	\$387.50
(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) (\$105 for M&IE and NTE \$247.50 for lodging) for payment for the travel period to the DESIGNATED PLACE via the en route CONUS location on 14 August:					
The dependents are authorized 75% of the M&IE allowance for 14 August (\$140 x 75% = \$105).					
M&IE:	\$105	The M&IE in this amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	\$95	Actual amount (not incl lodging tax) the 3 dependents paid for lodging at the en route CONUS location, which is less than the reimbursable max (\$247.50). A lodging receipt is required for this amount.			
Lodging Tax:	\$11.40				
Total:	\$212.28	Actual amount (including lodging tax) paid to dependents for the 3 dependents' costs on 14 August.			
(c) Determine the maximum daily amount that may be paid to the member's 3 dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. Par. U6054-E.					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$161), which in this case is \$51 for M&IE and NTE \$110 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.					
		M&IE		Max Lodging	Total
Member's spouse:		\$51		\$110	\$161
Child (age 14)		\$51		\$110	\$161
Child (age 9)		\$25.50	\$51 x 50%	\$55	\$110 x 50%
Max daily amount payable for the 3 dependents:		\$127.50		\$275	\$402.50
(d) The actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) (\$127.50 for M&IE and NTE \$275 for lodging), is determined as follows:					
M&IE:	\$127.50	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	\$105	The actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the max (\$275) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	\$232.50	The daily amount that is payable to dependents within the maximum \$402.50 established in (c) for costs incurred by the 3 dependents for 27 days.			
Lodging Tax:	\$13.13				
Total:	\$245.63	The actual daily amount (including lodging tax) paid for the 3 dependents' costs while at the DESIGNATED PLACE for 27 days (27 days x \$245.63 = \$6,632.01).			

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**PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS
AND REJECTED APPLICANTS**

U7025 TRAVEL INCIDENT TO APPLICATION PROCESSING

A. General. This Part applies to applicants and rejected applicants for the regular Services, the Reserve Components, and flight training. The term "applicant for flight training" includes civilian applicants for appointment as aviation cadets; an RC officer and enlisted members not on active duty; and members of the SROTC.

*B. Basic Transportation Authority. An applicant for a regular Service, a Reserve Component, or flight training is authorized transportation at GOV'T expense from the place at which application is made, or from home, to the place of physical examination, and/or qualifying examination, and/or other processing, and acceptance into the Service. If an applicant is rejected or is accepted and ordered to return home to await further orders or a reporting date, the applicant is authorized return transportation at GOV'T expense to home or place of application. Unless Service regulations are issued IAW par. U7025-C or U7025-D, PCS allowances (Ch 5, Part B), and Reimbursable Expenses (APP G) are authorized.

C. GOV'T-procured Transportation and Meal Tickets. Each Service may issue regulations that require use of GOV'T-procured transportation and meal tickets. Par. U1500 regarding meal tickets. Expenses in APP G are reimbursable. If the AO accepts the applicant's reason(s) for not using the GOV'T-procured transportation and meal tickets:

1. The TDY automobile mileage rate is paid for POC travel for personal convenience (par. U3310-A1) for the official distance of the ordered travel, and/or
2. Reimbursement is provided for occasional meals and quarters (par. U4510) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the traveler is reimbursed under par. U3110-A or U5108-A, as applicable.

D. Temporary Duty Allowances. Each Service may issue regulations that authorize travel and transportation allowance payment (including per diem or actual expense allowances) to an applicant for travel in connection with applicant processing. The appropriate rates, provisions, and deductions for a member performing TDY are applicable. Those regulations must conform to this Volume and be reviewed by PDTATAC IAW DoDD 5154.29.

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**PART G: TRAVEL OF A RESERVE COMPONENT MEMBER OR RETIRED
MEMBER CALLED/ORDERED TO ACTIVE DUTY**

U7150 RC MEMBER TRAVEL

A. Active Duty with Pay (48 Comp. Gen. 301 (1968))

1. General

a. Applicability. Par. U7150-A applies to an RC member called (or ordered) to active duty for any reason with pay under an authorization/order that provide for return to home or PLEAD.

b. Travel and Transportation Allowances when a Member Commutes. *Travel and/or transportation allowances are not authorized for travel between the home/PLEAD and the place of active duty when:*

- (1) Both are in the corporate limits of the same city or town,
- (2) The member commutes daily between home/PLEAD and the place of active duty, or
- (3) The AO/INSTALLATION commander determines that both are within reasonable commuting distance of each other IAW U3500-B and that the nature of the duty involved permits commuting.

However, a member commuting under pars. U7150-A1b(2) and U7150-A1b(3) is authorized the applicable automobile or motorcycle mileage rate (par. U2600), for one round trip between the duty station and,

- (a) Home, or
- (b) Place of unit assignment, or
- (c) Place from which called (or ordered) to active duty.

ICW par. U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and GOV'T QTRS and/or GOV'T dining facility/mess are unavailable. For this duty, the member is authorized AEA as computed under par. U4510 for all meals and QTRS, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Ch 3, Part F.

c. No Per Diem or AEA for Certain Active Duty Periods. There is no authority for per diem or AEA under par. U7150-A3 for a:

- (1) Member performing annual training duty when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;
- (2) Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;
- (3) Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses of instruction with a break in active duty between courses of instruction and both GOV'T dining facility/mess/QTRS (other than temporary lodging facilities) are available. Per diem is payable to a member who is on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

An RC member performing active duty for training, who is not authorized per diem or AEA, may be reimbursed for lodging service charges when transient GOV'T housing is occupied, or lodgings in kind may be provided. ***Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.***

2. Physical Examination ICW a Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is authorized PCS allowances from the place the authorization/order is received or addressed to the place of physical examination (whichever is less) and (as directed in the authorization/order):

- a. Return, or
- b. Then to the new PDS, or
- c. Return and then to the new PDS.

Travel required ICW these examinations is IAW par. U7150-A3.

3. Active Duty for Training

a. Fewer Than 140 Days. When the active-duty-for-training period contemplated by an authorization/order is for fewer than 140 days (except as noted in par. U2146) at any location, travel and transportation allowances are payable as provided for TDY in Ch 4. Except if par. U7150-A1b or U7150-A1c applies, per diem or AEA is payable at the training location. When, during an active-duty-for-training period of fewer than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. Par. U2146 for extension examples.

b. 140 or More Days

(1) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Ch 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of GOV'T QTRS and/or GOV'T dining facility/mess does not change this determination.***

(2) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Ch 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chs 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Ch 3 and 4 for the entire duty, including travel to and from the duty locations.

4. Active Duty for and Active Duty Extensions (Other than Training)

a. For 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an authorization/order at any location is for 180 or fewer days (except as noted in par. U2146) TDY travel and transportation allowances are payable as provided in Chs 3 and 4. Per diem or AEA is payable at the duty location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or

fewer days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/order directing the additional/extended duty except as authorized for non-training active duty TDY in par. U2145-B. The current station becomes a PDS and the member is authorized PCS allowances to that station. Par. U2146 for extension examples.

b. Active Duty for More Than 180 Days

(1) Active Duty at One Location

(a) When a member is called to active-duty-for-other-than-training for more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5.

(b) *No per diem or AEA is payable at the duty location except as noted in pars. U7150-A4b(3) and U7150-A4b(4). GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.*

(2) Active Duty at More Than One Location

(a) When active duty is to be performed at more than one location, and the duty is more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5 to the 181-day location.

(b) *No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in pars. U7150-A4b(3) and U7150-A4b(4).*

(c) TDY travel and transportation allowances are payable at any location at which the duty is for 180 or fewer days under Chs 3 and 4.

(d) If the duty to be performed is 180 or fewer days at each location, TDY travel and transportation allowances are payable under Chs 3 and 4 for the entire duty.

(3) Per Diem in Excess of 180 Days. Except when paid station allowances and/or OHA under par. U7150-H, a member called to active duty away from home for other than training purposes for:

(a) More than 180 days at one location, or

(b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

(c) Unusual circumstances, or

(d) Emergency circumstances, or

(e) Contingency Operations, or

(f) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days. Par. U2145.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Ch 4.

B. Active Duty without Pay

1. Standby Reserve. *Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs active duty training without pay.*

NOTE: Par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the U.S.

3. Others. Except as provided in par. U7150-B2, an RC member who performs duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from the duty station including travel required ICW a qualifying physical examination or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or QTRS. Par. U4510. *The member is not authorized per diem and AEA at the duty station ([44 Comp. Gen. 615 \(1965\)](#); [46 id. 319 \(1966\)](#)).*

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

a. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.

b. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station. Par. U3500-B.

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

a. Allowances. There are no travel or transportation allowances for:

(1) Inactive duty training at the:

- (a) Training duty station,
- (b) Drill site,
- (c) Assigned unit city/town location, or in the
- (d) Local area of assigned unit or home, or

(2) Travel between home and the:

- (a) Assigned unit except as provided in par. U7160,
- (b) Unit training assembly place, or
- (c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement may be authorized/approved under Ch 3, Part F, for transportation expenses incurred on official business in and around the:

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

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

Example 1: A member's home is Springfield, VA, and the assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$0.55/mile = \$11.00.

Example 2: A member's home is St. Louis, MO, and the assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area (DoDD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$0.55/mile = \$8.80.

3. Travel from Home/Assigned Unit to TDY Station

a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Ch 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member travels directly from home (Location E) to Location G. The member is due travel cost from Location E to Location G limited to the travel cost from Location F to Location G.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

a. Authorization. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Ch 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member is authorized to travel from another location, Location H a location where the member is on business for a civilian job. The member is due travel cost from Location H to Location F limited to travel cost from Location F to Location G.

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

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

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid TDY mileage for the distance, limited to the distance *from the assigned unit* to the alternate site less the distance from home to the assigned unit.

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in Arlington, VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$0.55/mile = \$7.70.

6. Reimbursement of Service Charges for Transient GOV'T Housing Use. An RC member not authorized per diem or AEA, who occupies transient GOV'T housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.***

D. Inactive Duty Training without Pay

1. Standby Reserves. ***There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs inactive duty training without pay.***

2. Other than Standby Reserves. An Armed Forces' RC member authorized to perform inactive duty training without pay is authorized the travel and transportation allowances in par. U7150-C.

An RC member not authorized per diem or AEA, who occupies transient GOV'T housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.***

E. SROTC Member

1. Applicability. Par. U7150-E applies to a designated SROTC applicant and member appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location, as specified in the authorization/order, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from INSTALLATIONS:

- (1) for medical or other examinations,
- (2) to observe military functions or operations, or
- (3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. GOV'T or GOV'T-procured transportation and GOV'T-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of GOV'T-procured transportation plus GOV'T-supplied meals for travel between the authorized points (minus the cost of any GOV'T-procured transportation and/or GOV'T-supplied meals).

f. Per Diem Not Authorized. *Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).*

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no GOV'T QTRS or dining facility/mess are available ([B-195791, 31 March 1980](#)). Reimbursement for the cost of occasional meals/QTRS is made IAW par. U4510.

3. Financial Assistance Program for a Cadet or Midshipman in SROTC (10 USC §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is authorized the Ch 5, Part B PCS allowances; the allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was ICW appointment.

b. Travel under a TDY Authorization/Order. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for a cadet or a midshipman of the Service academies in par. U7001 for TDY, except while performing field or at-sea training and both GOV'T QTRS (other than temporary lodging facilities) and GOV'T dining facility/mess are available. This includes travel from home or the SROTC unit location (as specified in the authorization/order) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a GOV'T dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before a member departs from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the authorization/order).

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

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

F. Travel Allowances for a Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

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

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

G. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized the Chs 3 and 4 TDY travel and transportation allowances.

H. COLA and Housing Allowances. Par. U9145 for COLA and par. U10428 for housing allowances.

Effective for an RC member called/ordered/entering active duty on/after 6 January 2006.

NOTE: *New rules apply for an RC member called/ordered to active duty for more than 30 days and who began to serve active duty on or after 6 January 2006. If active duty began prior to 6 January 2006 the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service is extended on/after 6 January 2006, through an amended or modified authorization/order, and serves more than 30 days from the extension authorization/order, is authorized allowances under the new rules effective the date of the extension.*

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

Except for a periodic physical examination covered by par. U7250, a retired member (including those on the TDRL and a member in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, is authorized travel and transportation allowances as provided in par. U7150 for an RC member.

U7160 INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE

Effective for travel that occurs on/after 20 March 2008 or on/after the Service implementation date, whichever comes later, through and including 31 December 2010.

A. General. The Secretary Concerned may authorize reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation-related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. U7160, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or
3. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of \$300 for each round trip.***

1. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include the transportation cost between home and the terminal and between the terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for***

transportation costs.

2. Lodging and Meals. The actual cost of the member's lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

**a. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.*

**b. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RC MEMBER

DoDFMR, Volume 7A, par. 580105.A (at <http://www.defenselink.mil/comptroller/fmr/>) for the rate.

U7180 ALLOWANCE SUMMARY TABLES

NOTE: These tables summarize the allowances and are for informational purposes. The actual allowances are prescribed in Ch 5, Part G.

Table U7G-1		
RC PERSONNEL ON ACTIVE DUTY WITH PAY		
(NOTE 1)		
SITUATION	TRANSPORTATION (NOTES 2 and 3)	PER DIEM (NOTES 4 and 5)
Annual training duty (NOTE 6)	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the GOV'T city-pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if GOV'T QTRS and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 day for training or 180 or fewer days for other than training per diem continues. If 140 or more days for training or more than 180 days for other than training per diem stops on date of the authorization/order directing additional duty
Physical examination ICW active duty	Ch 5, Part B applies	Ch 5, Part B applies from the place the authorization/order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. U2146-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

NOTES:

1. Applies to an RC member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay (except for a periodic physical for a member on the TDRL.) Par. U7250.
2. Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/ town.
3. An RC member may not be paid for commuting from home to duty--only one round-trip may be paid.

4. *Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.*
5. *An RC member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.*
6. *Since a training location is the PDS, no per diem is payable when GOV'T QTRS & dining facility/mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.*

Table U7G-2		
RC MEMBER ON ACTIVE DUTY WITHOUT PAY		
SITUATION	TRANSPORTATION	PER DIEM (NOTES 1 and 2)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or QTRS may be authorized for travel days only. Par. U4510.

NOTES:

1. *Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.*
2. *An RC member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.*

Table U7G-3		
INACTIVE DUTY TRAINING WITH OR WITHOUT PAY (NOTES 1 and 2)		
SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located <u>NOTE 3</u>	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

NOTES:

1. *For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.*
2. *An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.*
3. *Par. U7160 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.*

Table U7G-4			
SENIOR RESERVE OFFICERS TRAINING CORPS MEMBERS			
(NOTES 1 and 2)			
SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by GOV'T conveyance or GOV'T-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No GOV'T prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4510 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of GOV'T-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	Par. U7001 applies	Par. U7001 applies	Does not apply while at a location performing field training or at-sea training when both GOV'T QTRS and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part B applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Ch 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part B applies	Ch 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

NOTES:

1. Neither a member nor a designated applicant appointed under 10 USC §2104--SROTC advanced training members-- is authorized per diem.

2. A member and/or a designated applicant appointed under 10 USC §2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

Table U7G-5			
MISCELLANEOUS			
SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on inactive duty training; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. Par. U7175 for the effective rate.

PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE

U7225 LODGING EXPENSES DURING A MEMBER'S AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION

*A. General. An eligible member deployed in a TDY status to a location in support of a contingency operation who retains lodging at the TDY location during an authorized absence may be reimbursed for the lodging expenses as a reimbursable expense (APP G).

B. Eligibility. A member is eligible for reimbursement for lodging retained at the TDY location who:

1. Is assigned TDY in support of a contingency operation for more than 30 days, and
2. Immediately before taking the authorized absence, was performing duty at a location away from the member's home or PDS, and
3. Was receiving per diem to cover lodging expenses because GOV'T QTRS were not available at no cost to the member, and
4. Before the end of the authorized absence, returns to the TDY location.

*C. Reimbursement. *Per diem is not authorized for a member, during an authorized absence, who is returning to the PDS/home for the weekend. Reimbursement for the lodging retained at the TDY station is reimbursable as a reimbursable expense (APP G).*

1. 'Lodgings-Plus'

*a. The member is authorized reimbursement as a reimbursable expense (APP G) for the actual cost of lodging retained during an authorized absence NTE the lodging portion of the [per diem rate](#) for the TDY location for each day.

b. This reimbursement authority for an authorized absence during a contingency operation applies only when the computation provisions of par. U4141 covering an authorized absence period do not fully reimburse for the TDY location per diem-related [lodging](#) costs.

2. Fixed (Flat) Rate Per Diem Allowance. If the member is paid a contingency operation fixed (flat) rate per diem allowance (e.g., 55%) IAW par. U4105-I:

a. The member is authorized reimbursement of the out-of-pocket expenses, and

*b. The lodging cost allowed as a reimbursable expense (APP G) may not be more than what the member would have received if the authorized absence had not been taken.

c. Example

Example
<p>1. The member is on a contingency TDY being paid 55% per diem IAW par. U4105-I and renting an apartment at a cost of \$1,000/month.</p> <p>2. The authorized per diem rate is \$63.80 (i.e., 55% of the locality rate of \$116). 55% x \$70 (Lodging) = \$38.50 55% x \$46 (M&IE) = \$25.30 Total = \$63.80 or 55% of \$116 = \$63.80</p> <p>3. The member is reimbursed \$38.50/day x 30 days = \$1,155 per 30-day month for lodging.</p>
Scenario 1
<p>1. The member returned to the PDS once during the first month. The member is not paid per diem for the 2 days/nights spent at the PDS.</p> <p>2. The member is authorized \$1,078 (\$38.50/day x 28 days) for lodging for the first month.</p> <p>3. Since the member is authorized \$78 more than actual lodging cost (\$1,078.00 vs. \$1,000), the member is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.</p>
Scenario 2
<p>1. The member took 7 days leave during the third month. The member is not paid lodging per diem for 7 days/nights of leave.</p> <p>2. The member is authorized \$38.50/day x 23 days = \$885.50 for lodging for the third month.</p> <p>3. The member is out-of-pocket \$114.50 for lodging costs (\$1,000 vs. \$885.50).</p> <p>4. The member would have been reimbursed \$269.50 (\$38.50/night x 7 nights) for those 7 nights had the member not been on leave.</p> <p>5. The \$114.50 out-of-pocket cost is less than what the member would have been paid had the member not been on leave (\$269.50).</p> <p>*6. The member is authorized \$114.50 as a reimbursable expense to cover the out-of-pocket lodging costs.</p>

3. This reimbursement authority for an authorized absence during a contingency operation applies only when the computation provisions of par. U4141 covering an authorized absence period do not fully reimburse for the TDY location per diem-related [lodging](#) cost.

D. Authorized Absence. In par. U7225 this term, with respect to a member, means that the member is in an authorized leave status or that the member's absence is otherwise authorized under regulations prescribed by the Secretary Concerned. (37 USC §404b(d)).

U7226 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION

A. General. A member sent TDY to a location for more than 30 days who goes on leave from the TDY location to the dependents' safe haven location who have been evacuated may be reimbursed for the TDY location lodging expenses as a reimbursable expense.

B. Eligibility. A member is eligible for lodging reimbursement for lodging retained at the TDY location, who:

1. Was receiving per diem to cover TDY lodging expenses because GOV'T QTRS were not available at no cost to the member, and

2. Immediately after completing the authorized leave, returns to the TDY location.

C. Reimbursement

1. The member is authorized reimbursement 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.
2. This reimbursement authority for leave during an evacuation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for the TDY location per diem-related lodging costs.

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PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

A. Policy. DoDI 1327.06, subsec. 1.j.(9) establishes the DoD policy for designating locations eligible for funded R&R transportation. Under DoDI 1327.06, upon Service member request, the applicable Combatant Commander or the designated representative, who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in the DoD's best interest. Non-DoD Services should consult Service regulations.

B. Eligibility. A member is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour, except as indicated in **NOTE 2**. A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A, Part I). R&R is for a member who is serving a tour length under a TDY authorization/order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.
3. Extended Tour: Two per 18-month period or more.

***NOTE 1: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area. Each Combatant Commander is authorized to approve the combination of R&R travel with other authorized travel upon Service member request, providing the combination of travel is in the GOV'T's best interest. The Combatant Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.**

NOTE 2: A DoD member who volunteers for a 12-month extension in the Operation Enduring Freedom or Operation Iraqi Freedom Area of Operations, subsequent to a 12-month or longer rotation is permitted transportation for an additional R&R leave period IAW OSD amendment to policy memo dated 19 December 2007. Transportation for the R&R leave period is permitted solely between the first deployed period termination and the voluntary extension start. All other restrictions outlined in DoDI 1327.06 still apply to the USCENTCOM R&R Leave program. Non-DoD Services should consult Service regulations.

C. R & R Locations/Destinations. APP U for a list of authorized R&R locations/destinations.

1. R&R Location. To qualify, a location must meet the requirements of DoDI 1327.06 and be designated by one of the authorities listed in par. U7300-C5.
2. R&R Destination. The authorized R&R destination, determined IAW DoDI 1327.06, is listed in APP U.
3. Alternate Destination. A member may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. The alternate destination is an official travel location, and therefore available contract city-pair airfares may be available for use. **If the member travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.**
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

Example 1	
A member's PDS is in OCONUS Location A and the authorized destination is OCONUS Location B.	
There is no city-pair airfare between OCONUS Location A and OCONUS Location B and the round trip POLICY-CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city-pair airfare connections) is:	\$1,200
CONUS Location C is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is:	\$1,000
The member desires to utilize R&R to CONUS Location D. Round trip city-pair airfare between OCONUS Location A and CONUS Location D is:	\$1,400
Round trip POLICY-CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is:	\$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city-pair airfare may be used to CONUS Location D.	
Since transportation to/from OCONUS Location B is more expensive than transportation to/from CONUS Location C, the cost to/from OCONUS Location B is used for cost comparison.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

Example 2	
A member's PDS is in OCONUS Location A and the authorized destination is OCONUS Location B.	
Round trip city-pair airfare between OCONUS Location A and OCONUS Location B is:	\$980
CONUS Location C, is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is:	\$1,400
The member desires to utilize R&R to CONUS Location D. The round trip city-pair airfare between OCONUS Location A and CONUS Location D is:	\$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the member is authorized the city-pair airfare to CONUS Location D (\$1,200) <i>NTE the \$1,400 cost to CONUS Location C.</i>	

5. Location Designation/Re-designation

a. Designating Authorities. The following are designating authorities for R&R locations/destinations:

- (1) DoD Services: PDUSD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services;
- (4) U.S. Coast Guard: Commandant (CG-122), U.S. Coast Guard.

b. Designation/Re-designation Requests. DoD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW DoDI 1327.06.

D. Transportation

1. Uniformed Member only

2. Restrictions. A member taking a R&R trip may use:

- a. Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

- b. Commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to and from the authorized destination.

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

3. Procurement. Commercial air transportation must be IAW par. U3120.
4. Reimbursement. Reimbursement must not exceed the GOV’T-procured transportation cost between a member’s duty station and the authorized destination as determined in par. U7300-C2.
5. Time Limitation
 - a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
 - *b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each Combatant Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***
 - c. Extended Tour: Member must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

E. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.*

U7305 TRANSPORTATION FOR SR&R ABSENCE ICW TOUR EXTENSION

A. Authorization. Under regulations prescribed by the Secretary Concerned, an eligible member may elect up to 15 days (for personnel completing an overseas duty tour of 12 or fewer months) or up to 20 days (for personnel completing an overseas duty tour longer than 12 months) of SR&R absence (DoDI 1327.06, subsec. 6.f) (http://www.dtic.mil/whs/directives/corres/pdf/i13276_042205/i13276p.pdf). GOV’T –funded round-trip transportation is provided between the OCONUS PDS and the nearest CONUS aerial POE (10 USC §705(b)), or to an alternate destination and return NTE the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS aerial POE.

B. Eligibility. A member of the Uniformed Services must meet the following DoDI 1327.06 requirements:

1. Be entitled to basic pay,
2. Have a specialty designated for SR&R purposes,
3. Complete a tour of duty at a designated OCONUS PDS,
4. Extend that tour for not less than a year, and
5. Does not elect a non-transportation option under 10 USC §705.

C. Authorized Transportation. Round-trip GOV’T or GOV’T-procured transportation is authorized. If possible, the member must use one or the other. If neither is available, the member must procure round-trip commercial transportation via an available CTO per par. U3120 with reimbursement for:

1. Transoceanic travel and overland air travel under par. U5116-D,
2. Overland surface travel at actual cost, and

3. POC travel at actual cost as in par. U3305-B.

NOTE: Reimbursement for the round-trip transportation cost to an alternate destination must not exceed the round-trip transportation cost between the OCONUS PDS and the nearest CONUS port.

D. Per Diem. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.

E. Alternate Destination. A destination location (other than the nearest CONUS port) a member selects. Travel to and from the alternate location is official travel, and therefore contract city-pair airfares may be used but only if the contract city-pair airfare to the alternate destination does not exceed the cost of the contract city-pair airfare to the nearest CONUS port.

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

a. Example 1

Example 1	
Member's PDS is in an OCONUS location and the nearest CONUS air port is Location A. Member wants to travel to Location B.	
City-pair airfare to Location A:	\$1,200
City-pair airfare to Location B:	\$1,400
POLICY-CONSTRUCTED AIRFARE to Location B =	\$1,600
Since transportation to Location B is more expensive than transportation to Location A, no city-pair airfare may be used to Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

Example 2	
Member's PDS is in an OCONUS location and the nearest CONUS air port is Location A. Member wants to travel to Location B.	
City-pair airfare to Location A:	\$1,200
City-pair airfare to Location B:	\$ 980
Since transportation to Location B is less expensive than transportation to Location A, the member is authorized city-pair airfare to Location B (\$980) NTE the \$1,200 cost to Location A.	

PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS**U7450 DISCIPLINARY ACTION**

A. Transportation. When a member is ordered to travel for disciplinary action:

1. A GOV'T conveyance should be used, if available; or
2. If a GOV'T conveyance is not available, the member must be directed to use GOV'T-procured transportation;
3. If GOV'T-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or
4. If a POC is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. *Payment of mileage is not authorized.*

Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

B. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the values in par. U1500.

U7451 PRISONERS AND GUARDS

A. Travel and Transportation of Prisoners and Their Guards

1. General

a. Documents. All travel and transportation documents, including tickets, should:

- (1) Be in the name of the member in charge "for" the prisoner(s);
- (2) Be signed, when proper, by the member in charge; and
- (3) Not be surrendered to the individual prisoner(s) for any reason.

b. Transportation. When a prisoner is moved on public transportation, the member-in-charge of the movement should obtain GOV'T-procured transportation for the transportation for all members and prisoners named in the movement order. Transportation in-kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be IAW Service regulations.

c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.

*d. Reimbursable Expenses. Reimbursable expenses (APP G) incurred ICW pars. U7451-A2, U7451-B and U7451-C are payable.

2. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. INSTALLATION. A military guard is authorized reimbursement for transportation, lodging, and meals incurred on behalf of a/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items. Total reimbursement for meals and lodging must not exceed per diem or actual expense allowances for a TDY member.

Part O: Mbr T&T Incident To Disciplinary Action & Travel Of Prisoners & Their Guards

Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter. Par. U7451-A1 describes the travel and transportation allowances for prisoners. Part N for allowances for absentees, stragglers, and deserters being moved between U.S. INSTALLATIONS.

B. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in-kind to the HOR, or place authorized for residence. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed transportation mode cost does not apply.***

C. Prisoners on "Commandant's Parole". A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in-kind and meal tickets to the HOR or other authorized destination. The prisoner is furnished transportation in-kind and meal tickets, if practical, from the place to which paroled (HOR or other authorized destination) to the location concerned and for return travel, when appropriate, if:

1. A rehearing is ordered following travel completion; or
2. Official travel is required to be performed for hospitalization, physical examination, discharge, or other purposes incident to the parole.

If it is impractical to furnish transportation in-kind and meal tickets for any of the travel addressed in par. U7451-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. U3110 and for occasional meals. Par. U4510.

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. ***NOTE: The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (par. U2020) from the patient's residence city to the specialty care provider's city.*** This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part:***

1. Active duty members (par. U7252); and
2. Dependents overseas authorized travel under par. U5240-C.

NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved. When practicable, GOV'T transportation should be used. When GOV'T transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. GOV'T-procured commercial transportation,
2. Personally procured commercial transportation (par. U3120), or
3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the GOV'T's cost if GOV'T or GOV'T-procured transportation is available.*** When GOV'T-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

D. Lodging and Meals. The actual cost of the patient's lodging (including tax (***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate for the location concerned. The amount paid for meals and lodging may not be reimbursed in excess of the maximum amount allowed for M&IE and lodging, respectively, authorized in the medical/dental facility location per diem rate.

NOTE:

****1. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area (APP A) does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.***

**2. The locality per diem lodging ceiling allowed in a foreign OCONUS area (APP A) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

E. Reimbursable Expenses. Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care from a specialist located more than 100 miles from the PCM's office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982). Reimbursement is not authorized for other expenses not specifically authorized in par. U7950-D (i.e., expenses in APP G are not authorized).***

F. Administrative Provisions. An authorization/order authorizing/approving patient transportation to a specialist for medical care must cite par. U7960 as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility IAW 10 USC §1074 must support the authorization/order.

U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

If a patient meets the par. U7960-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant. ***The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.*** An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in par. U7961.

1. A Uniformed Member (Who Is a Family Member) as an Attendant. A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.
2. A Civilian Employee (Who Is a Family Member) as an Attendant. A U.S. GOV'T civilian employee who is a family member and is assigned an attendant is authorized the TDY travel and transportation allowances in regulations issued by the agency or department funding the travel.
3. Another Person (Who Is a Family Member) as an Attendant. A person other than a uniformed member or U.S. GOV'T civilian employee, who is at least age 21 years and a family member, who is designated to travel as an attendant, should be issued an ITA or included in the patient's travel authorization/order and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D.

NOTE 1: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid for gas costs when traveling by POC).

NOTE 2: A beneficiary with questions about the non-medical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.

PART Z1: TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM

U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES

NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.

*A. General. Transportation, per diem/AEA, and reimbursable expenses (APP G) may be authorized/approved for defense personnel of developing countries ICW the attendance of such personnel at a bilateral or regional conference, seminar, or similar meeting if it is determined that the attendance of such personnel at a conference, seminar, or similar meeting is in U.S. national security interests.

B. Travel within the Area of Responsibility of a Combatant Command. Except as provided in pars. U7970-C and U7970-D, expenses authorized to be paid under par. U7970-A may be paid on behalf of personnel from a developing country only ICW travel within the area of responsibility of the combatant command (as defined in 10 USC §161(c)) in which the developing country is located or ICW travel to Canada or Mexico. As defined in 10 USC 161(c), the term "combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments.

C. Travel when the Combatant Command Is Located within the U.S. In a case in which the unified combatant command's headquarters is located within the U.S., expenses authorized to be paid under par. U7970-A may be paid for the travel of defense personnel of developing countries to the U.S. to attend a bilateral or regional conference, seminar, or similar meeting.

D. Personnel of a Developing Country that Is Not a Member of the North Atlantic Treaty Organization (NATO). In the case of defense personnel of a developing country that is not a member of NATO but that is participating in the Partnership for Peace program of NATO, expenses authorized to be paid under par. U7970-A may be paid for the travel of personnel to any of the countries participating in the Partnership for Peace or the territory of any NATO member country.

E. Maximum Expenses that May Be Paid. Expenses authorized to be paid under par. U7970-A may not, in the case of any individual, exceed the amount that would be paid to a member of the U.S. armed forces (of a comparable grade) for authorized travel of a similar nature.

F. Payment of Additional Expenses. In addition to the expenses authorized to be paid under par. U7970-A, payment may be authorized/approved by the Secretarial Process for other expenses incurred ICW any conference, seminar, or similar meeting that are in the U.S.'s national security interests.

G. Payment under this Part is in Addition to Payments under 10 USC §1050. Payment of expenses under this Part is in addition to the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC §1050. *(that currently states: - Latin American cooperation: payment of personnel expenses - The SECDEF or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.)*

H. Travel Authorization/Order. A travel authorization/order issued under individual Service regulations is to be used for authorizing the allowances under this Part. Par. U1010-B.

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**PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION
LIAISON OFFICERS**

U7980 TRAVEL AND TRANSPORTATION ALLOWANCES - LIAISON OFFICERS (10 USC §1051a)

NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.

*A. General. Under the authority in 10 USC §1051a, SECDEF may authorize travel (per diem/AEA), transportation, and reimbursable expenses (APP G) required for the performance of duties by a liaison officer of a developing country involved in a military operation with the U.S. while the liaison officer is assigned temporarily to the headquarters of a U.S. combatant command, component command, or subordinate operational command ICW the planning for, or conduct of, a military operation. SECDEF may authorize payment of the above-described allowances for a liaison officer of a developing country ICW the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, SECDEF may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

B. Medical Care. Round-trip transportation expenses (no per diem or mileage) may be authorized for a liaison officer described in par. U7980-A if the combatant command commander directs round-trip travel from the assigned headquarters to one or more locations for medical care at a non-military facility if:

1. Adequate medical care is not available to the liaison officer at a local military medical treatment facility;
2. SECDEF determines that payment of such medical expenses is necessary and in the best interest of the U.S.; and
3. Medical care is not otherwise available to the liaison officer pursuant to any treaty or other international agreement.

C. Maximum Allowances that May Be Paid. Allowances authorized to be paid under pars. U7980-A and U7980-B may not, in the case of any individual, exceed the amount that would be paid to a member of the U.S. armed forces (of a comparable grade) for authorized travel of a similar nature.

D. Travel Authorization/Order. A travel authorization/order issued under an individual Service's regulations is to be used for authorizing the allowances under this Part. Par. U1010-B.

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PART E: ASSIGNMENT SITUATIONS**SECTION 1: MEMBER WITHOUT DEPENDENTS****U10400 MEMBER WITHOUT DEPENDENTS**

A. General. A member without dependents, who is entitled to basic pay, is authorized BAH or OHA as set forth in Table U10E-1. Par. U10416 for a member in transit.

B. Location Rate. Ordinarily a housing allowance is paid based on the member's PDS or the home port for a member assigned to a ship or afloat unit. Effective 1 July 2001, the Service instead may pay a housing allowance based on the old PDS rate in a situation involving a low/no cost move. The Secretary Concerned or the Secretarial Process, at Service discretion, determines if it is inequitable to pay a housing allowance based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, the housing allowance continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, the housing allowance is based on the old PDS if:

1. Requested by the member, and
2. The Service selected decision process determines that it would be inequitable to base the member's allowances on the housing cost in the new PDS area to which the member is assigned.

C. Member in Grade E-7 or above not on Sea Duty. A member without dependents in grade E-7 and above may elect at any time not to occupy GOV'T QTRS at the PDS and is authorized BAH or OHA unless the Secretary Concerned or designee has determined that the member's exercise of this option would adversely affect a training mission, military discipline, or readiness.

D. Member in Grade E-6 not on Sea Duty. Effective on or after 1 July 1996, a member without dependents in grade E-6 assigned to GOV'T QTRS that do not meet the minimum adequacy standards established by DOD for a member in such grade, or to a housing facility under the jurisdiction of a Uniformed Service that does not meet such standards, may elect not to occupy such QTRS or facility and instead to receive BAH or OHA. The Secretary Concerned, or the designee, may deny BAH or OHA on determining that the member's exercise of this option would adversely affect a training mission, military discipline, or readiness.

E. Member on Sea Duty. In the case of a member assigned for permanent duty to a ship, GOV'T QTRS (Appendix A, GOV'T QTRS) ordinarily are available aboard that ship. The Secretary Concerned may determine that a ship or class of ships is inadequate for berthing a member in home port, in which case the ship or class of ships is not available as GOV'T QTRS for housing allowance determination purposes. When QTRS aboard a ship, deemed adequate for berthing, become temporarily unavailable due to maintenance or damage, GOV'T QTRS are no longer available onboard the ship. The Service Concerned may promulgate amplifying guidance on payment of housing/lodging allowances or alternate berthing procedures for ships that become temporarily unavailable for berthing.

1. A member without dependents in grade E-6 or above assigned to permanent sea duty aboard a ship may elect not to occupy assigned shipboard GOV'T QTRS and receive BAH or OHA.
2. A member without dependents in grade E-5 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard GOV'T QTRS and receive BAH or OHA. Under Service regulations, the Secretary Concerned may authorize BAH or OHA to a member without dependents who is serving in grade E-5 and is assigned to sea duty. In prescribing regulations under par. U10400-E2, the Secretary Concerned must consider GOV'T QTRS availability for a member serving in grade E-5.

3. A member without dependents in grade E-4 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard GOV'T QTRS and receive BAH or OHA. On or after 31 October 2002, under Service regulations, the Secretary Concerned may authorize BAH or OHA to a member without dependents who is serving in grade E-4 and is assigned to sea duty. In prescribing regulations under par. U10400-E3, the Secretary Concerned must consider GOV'T QTRS availability for a member serving in grade E-4.

4. Two Uniformed Service members married to each other, without dependents, in grade E-5 and/or below and each is simultaneously assigned to permanent sea duty, on or after 1 October 2003, are each authorized BAH or OHA at the without-dependent rate applicable for their appropriate grades. *Service regulations do not affect this authorization.*

BAH AND OHA MEMBER WITHOUT DEPENDENTS, ENTITLED TO BASIC PAY

*Table U10E-1			
R U L E	If a member is	then BAH or OHA accrues	BAH or OHA does not accrue
1	assigned to a PDS	if GOV'T QTRS or housing facilities are not assigned (NOTES 1 & 2)	if the member is assigned or occupies GOV'T QTRS suitable and adequate for the member's grade (NOTE 3).
2		while on a short period of special alert duty during which the member is furnished sleeping accommodations at the PDS at which GOV'T QTRS are not available for assignment.	
3		while on a short training periods during which, due to military necessity, the member is furnished sleeping accommodations at the PDS at which GOV'T QTRS are not available for assignment.	
*4	ordered to report for TDY ICW the fitting out or conversion of a ship, then to permanent duty aboard the same ship when placed in commission	if the member is not assigned to GOV'T QTRS at the old PDS or aboard ship (new PDS). Par. U10416 to determine which rate is payable.	if the member is assigned to GOV'T QTRS at the old PDS or aboard ship (new PDS).
5	on sea duty	if member is grade E-6 or above and elects on or after 1 July 1996 not to occupy available QTRS (NOTE 5)	if member is grade E-5 or below (NOTE 5).
6	on field duty, PCS not involved (NOTE 7)	if receiving BAH or OHA at the PDS	if assigned or occupying GOV'T QTRS at the PDS.
7	assigned PCS to a unit on field duty	if the commander certifies that the member was required to procure QTRS at personal expense at the initial field duty site	for the initial field duty in progress at time of PCS, unless the member is required to procure QTRS at personal expense at field duty site.
8	on excess leave		for any period of time.
9	on authorized leave, accrued, advanced, or ICW release from active duty or discharge (PCS not involved)	if receiving BAH or OHA at the PDS or assigned QTRS are terminated incident to separation (NOTE 1)	if assigned QTRS at the PDS.
10	sick in hospital, or on sick leave from a hospital (PCS not involved)	if receiving BAH or OHA at the PDS, (NOTE 1)	if assigned QTRS at the PDS.
11	being treated at hospital TDY en route PCS; or assigned PCS direct to hospital for treatment	If not assigned QTRS	if assigned QTRS in the hospital.
12	on TDY (PCS not involved), including such duty on transport or under a permissive travel authorization (NOTES 2 & 6)	If receiving BAH or OHA at the PDS	if assigned QTRS at the PDS.
13	in travel status on PCS, including non-	if member is not assigned GOV'T	if member is assigned GOV'T QTRS

*Table U10E-1			
R U L E	If a member is	then BAH or OHA accrues	BAH or OHA does not accrue
	travel status under a permissive travel authorization, TDY en route, leave en route and proceed time; or is assigned PCS and is on authorized leave or duty at the old or new PDS	QTRS while at the old or new PDS. Par. U10416 to determine which rate is payable.	while at the old or new PDS.
14	assigned PCS and is on authorized leave or duty at the old or new PDS	if the member is not assigned GOV'T QTRS while at the old or new PDS.	for the GOV'T QTRS occupancy period not incident to a PCS. <i>NOTE:</i> <i>OHA cannot be paid if there is no rent expense.</i>
15	initially assigned to active duty and is TDY at other than indoctrination or basic training location pending receipt of an order designating a PDS to which the member is to report upon TDY completion	when GOV'T QTRS are not available for assignment and per diem is not payable.	
16	in the accession pipeline	between initial TDY and initial PDS (<i>NOTE 7</i>). An RC member is authorized BAH based on the primary residence location at the time called/ordered to active duty while attending accession training. Par. U10416.	
17	ordered home or to a place other than a military organization awaiting another authorization/order ICW Physical Evaluation Board proceedings	on and after the departure day from the hospital or old PDS through the discharge day, or day prior to retirement effective date.	
18	training for, attending or participating in Pan Am or Olympic games, or other international amateur sports competition	if not furnished QTRS by the GOV'T or by an agency sponsoring the member's participation	if furnished QTRS by the GOV'T, or by an agency sponsoring participation.
19	a medical officer on active duty in an intern or resident physician status at a state, county, municipal, or private hospital	if not furnished QTRS without charge by the hospital	if furnished QTRS without charge by the hospital. Such QTRS are considered furnished on behalf of the U.S.
20	a student training on a fellowship, scholarship or grant	if not furnished QTRS by the college, university, or research facility	if furnished QTRS by the college, university, or research facility. Such QTRS are considered furnished on behalf of the U.S.
21	a Nurse Corps officer or Nurse Corps candidate attending a course of instruction or affiliating with a state, county, municipal, or private hospital	if the member is not furnished QTRS without charge	if furnished QTRS without charge by the hospital. Such QTRS are considered furnished on behalf of the U.S.
22	in confinement in a guardhouse, brig or correctional barracks pursuant to a court-martial (does not include pretrial confinement/pretrial restraint other than confinement or an adjudged sentence of restriction alone, (<i>NOTE 8</i>))	if the sentence is set aside or disapproved and the member is otherwise authorized to receive BAH	while confined pursuant to a court-martial and the sentence is effective or approved (<i>NOTE 9</i>), or, when the member was not receiving BAH or OHA on the day before the day of confinement and GOV'T QTRS assignment was not terminated before or during confinement. Uniformed Service procedures must prescribe how and by whom GOV'T QTRS termination must be certified.

NOTES:

1. When not assigned to GOV'T QTRS at the PDS, BAH or OHA accrues while in a duty or authorized leave status not incident to PCS. BAH or OHA is not forfeited if temporary GOV'T QTRS are occupied.
2. A member away from PDS may occupy GOV'T QTRS designated for a member without dependents at the member's TDY station without affecting the member's authority to receive BAH or OHA or to be assigned to QTRS, if any, at the member's PDS. Under such circumstances, a member may not occupy GOV'T QTRS that exceed the minimum prescribed Service standards for a member of that grade without dependents, unless the only QTRS available (a) exceed the minimum standards, and (b) are made available for joint occupancy with other members.
3. GOV'T QTRS in fact occupied without payment of rental charges are deemed assigned as appropriate and adequate QTRS.
4. BAH/OHA accrues from the reporting date through the day before the date the ship is placed in full commission, reduced commission, or in service not in commission, whichever occurs first. Par. U10400 and Service regulations for a member on sea duty.
5. A member in grade E-6 or above is authorized to receive BAH after reporting to a deployed ship or afloat unit. A member TDY to the ship or afloat unit is also authorized BAH/OHA after reporting to the deployed ship or afloat unit if in receipt of BAH/OHA at the PDS before beginning TDY. A member in grade E-4 or E-5, without a dependent, assigned to sea duty may be authorized BAH/OHA if appropriate considering the availability of QTRS for E-4s and E-5s. Effective 1 October 2003, member-married-to-member couples in grades E-5 and/or below are authorized BAH/OHA at the without-dependent rate applicable for their appropriate grades. *Service regulations do not affect this last authorization.* Par. U10400-E for requirements.
6. For a member below grade E-7, authorization does not exist during TDY if QTRS are assigned or furnished at the PDS, even though the QTRS are vacated at the beginning of the TDY.
7. Par. U10416 for transit rules.
8. Neither pretrial confinement/pretrial restraint (which is not punishment) other than confinement nor an adjudged court-martial sentence that includes restriction alone (which is not confinement) affects a member's BAH authorization. This rule does not address a member's authorization for a housing allowance when the member is confined by civil or foreign authorities. Par. U10420.
9. Confinement imposed pursuant to a court-martial sentence begins to run from the date the sentence is adjudged. (10 USC §857(a), (b)).

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 1: DEFINITIONS (JFTR/JTR)

As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy or Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or other premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

ACCOMMODATIONS, COMMON CARRIER.

1. First-/Premium-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites offered by commercial ships, and the highest service class, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than economy/coach and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains, JFTR par. U3135-B3/JTR par. C2208.
3. Economy-/Coach-Class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T;
2. Treated as an apartment building by State or local law or regulation; or

3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

AGENCY

A. Includes a/an:

1. Executive agency, as defined in 5 USC §105;
2. Military department;
3. Office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T-controlled corporation;
2. Member of Congress; or
3. Office or committee of either House of Congress or of the two Houses.

APPROVE(D). The ratification or confirmation of an act already done.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (37 USC §101(4)).

ATTENDANT. An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies the member/employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and
2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

AUTHORIZED.

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

AUTHORIZING/ORDER-ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point. GOV'T material may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

BAGGAGE, ACCOMPANIED. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler on a transportation ticket.

BAGGAGE, UNACCOMPANIED (UB). That part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: UB ICW permanent duty, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in UB.

NOTE 2: ICW an extended TDY assignment, UB is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

BLANKET TRAVEL AUTHORIZATION/ORDER. (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization/Order.) An authorization/order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. ***TRAVEL AUTHORIZATION/ORDER.***

NOTE 1: The blanket/repeat travel authorization/order is not used in DTS.

NOTE 2: A blanket/repeat TDY travel authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for one or more specific trips, an authorization/order amendment, containing the necessary separate required statements for each such trip, must be issued.

NOTE 3: 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/repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area (JFTR, par. U4215/JTR, par. C4606).

NOTE 3 does not apply to the Coast Guard.

BUSINESS-CLASS. Travel and accommodations/service that fall between first-class and economy-/coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and economy-/coach-class accommodations. ***JFTR, par. U3125-B2b/JTR, par. C2204 for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).***

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. ***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).***

CAPACITY CONTROLLED CITY-PAIR AIRFARE. [CITY-PAIR AIRFARE CONTRACT](#) at www.gsa.gov/citypair. *These fares are not used in cost-construction.*
CERTIFICATED AIR CARRIER. U.S. *CERTIFICATED CARRIER.*

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

CITY-PAIR AIRFARE. [CITY-PAIR AIRFARE CONTRACT](#) at www.gsa.gov/citypair.

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

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.*

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of Uniformed Services member under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T.

CONUS LOCALITY PER DIEM RATES. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](#) at dtod.sddc.army.mil.

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. (Also ref the [Defense Almanac](http://www.defenselink.mil/pubs/almanac/) <http://www.defenselink.mil/pubs/almanac/> and/or the [Department of Defense](http://www.dod.mil/) at the mil.com website <http://www.gov.com/agency/dod/agency.html>)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)	American Forces Information Service	Defense Advanced Research Projects Agency	Defense Security Cooperation Agency	National Defense Intelligence College (NDIC)
	Defense Prisoner of War/Missing Personnel Office	Defense Commissary Agency	Defense Security Service	
Department of the Army	Defense Technology Security Administration	Defense Contract Audit Agency	Defense Threat Reduction Agency	Defense Acquisition University
Department of the Air Force	DOD Counterintelligence Field Activity	Defense Contract Management Agency	Missile Defense Agency	National Defense University
Department of the Navy (including the Marine Corps)	DOD Education Activity	Defense Finance and Accounting Service	National Geospatial Intelligence Agency	
DOD Inspector General	DOD Human Resources Activity	Defense Information Systems Agency	National Geospatial Intelligence College	Joint Professional Military Education Colleges
	Office of Economic Adjustments	Defense Intelligence Agency	National Security Agency/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency	Pentagon Force Protection Agency	Uniformed Services University of the Health Sciences
	Washington Headquarters Services	Defense Logistics Agency		

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. **GOVERNMENT MEAL RATE** for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
 - a. Travel is authorized by competent authority, and
 - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. NON-TEMPORARY STORAGE.

FAMILY. DEPENDENT.

FEDERAL TRAVEL REGULATION. Regulation contained in Title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at GOV'T expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is subsisted in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate)., or
2. Students are participating in survival training, forage for subsistence, and improvise shelter. Individuals furnished QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.

FIRST-CLASS. The highest accommodations class available. JFTR, par. U3125-B2a/JTR, par. C2204-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FORMER CANAL ZONE AREA. Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: *Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate*

geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession, are separate geographical localities.

NOTE 2: *When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.*

GOVERNMENT (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

***GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-CONTROLLED QUARTERS. QTRS (other than GOV'T or privatized QTRS) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE:*** *A GOV'T-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D/JTR, par. C2203-D (Personally procured moves) is not a GOV'T conveyance ([52 Comp. Gen. 936 \(1973\)](#)).*

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (APP O, par. T4040-A2b for information on "GOV'T dining facility/mess available.") by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp. ***NOTE:*** *A dining facility/mess established and operated primarily for enlisted member subsistence is not included unless the mess is used by/made available to officers, or used by employees;*
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

NOTE: *In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.*

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in [41 CFR 101-38](#) including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A GOV'T-furnished automobile or a GOV'T aircraft.

GOVERNMENT MEAL RATE

The daily rate (discount or standard) provided for meals in a GOV'T DINING FACILITY/MESS.

Effective 1 January 2009.

1. Discount GOV'T Meal Rate: \$9.25 per day
2. Standard GOV'T Meal Rate: \$10.80 per day

NOTE: DISCOUNT GOVERNMENT MEAL RATE.

GOVERNMENT MESS. GOVERNMENT DINING FACILITY/MESS.

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS.

NOTE: Privatized housing, of any style or type and in any location, is not GOV'T QTRS.

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodgings or other QTRS obtained by GOV'T contract;
3. QTRS in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a U.S. INSTALLATION owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management \(http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf\)](http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. GOVERNMENT TRAVEL CHARGE CARD.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. **GOVERNMENT CONVEYANCE.**

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). An accountable GOV'T document used to procure common carrier transportation services. The document obligates the GOV'T to pay for transportation services provided. **TRANSPORTATION REQUEST.**

NOTE: *A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.*

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same travel authorization/order (either PCS or TDY) for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the travel authorization/order.

NOTE: *Members, traveling together under an authorization/order directing no/limited reimbursement, may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.*

HIGHEST CONUS M&IE RATE

\$51 Effective for travel by car ferry *on/ after 1 January 2005*

\$64 Effective for travel by car ferry *on/ after 1 October 2005*

\$71 Effective for travel by car ferry *on/after 1 October 2009*

HOUSEHOLD GOODS TRANSPORTATION. *TRANSPORTATION, HHG.*

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item. ***NOTE:*** *The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.*

INDIVIDUALLY BILLED ACCOUNT (IBA). GOV'T Travel Charge Card (GTCC) Individually Billed Account (IBA). ***NOTE:*** *The term IBA does not apply to any other form of personal credit card.*

INVITATIONAL TRAVEL. *TRAVEL, INVITATIONAL.*

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

LIGHT REFRESHMENTS. Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

LOCALITY PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

LODGINGS-PLUS COMPUTATION METHOD. The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

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

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. JFTR, par. U2600/JTR, par. C2500 for current rates.

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

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

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

1. Personally-procured commercial transportation (JFTR, par. U3120/JTR, par. C2203),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately owned railcar converted for use as a residence ([51 Comp. Gen. 806 \(1972\)](#)), and a boat a member uses as the place of principal residence ([62 Comp. Gen. 292 \(1983\)](#)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member/employee **or** the member's/employee's dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). JFTR, par. U2605/JTR, par. C2505 for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. ***Also referred to as Extended Storage.***

OCONUS LOCALITY PER DIEM RATES. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

OFFICIAL STATION. PERMANENT DUTY STATION.

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

ORDER-ISSUING/AUTHENTICATING OFFICIAL. AO.

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

OVERSEAS. OCONUS.

PER DIEM, REDUCED. REDUCED PER DIEM.

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, USC, other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the U.S. and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoD Directive 5154.29, 9 March 1993).

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an authorization/order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. ACCOMMODATIONS, PUBLIC.

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. TERRITORIES AND POSSESSIONS OF THE UNITED STATES.

POST OF DUTY. PDS An OCONUS PDS.

POV, SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

PREMIUM-CLASS. Travel and accommodations that are:

1. First-class. Highest class available. **FIRST-CLASS** is defined, or
2. Business-class. **BUSINESS-CLASS** is defined.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). TRANSPORTATION. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR, par. U3415/JTR, par. C2102-B. **NOTE: A common carrier, or a conveyance owned by the GOV'T, is not a POC.**

PRIVATIZED HOUSING. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. ***Privatized housing is not GOV'T QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing.***

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLOYEE. (Also called *PRO* or *PRO-Gear*. APP A2 for PBP&E for a member's non-member spouse.) HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)). The following items are PBP&E:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a member in association with the MARS (DoDD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and
7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).
8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

NOTE: Excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.

PROPORTIONAL MEAL RATE. The average of the standard [GOV'T meal rate](#) (<http://www.defensetravel.dod.mil/perdiem/faggovmeals.html>) and the meals portion of the applicable [M&IE rate](#) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>), rounded up to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RESERVE COMPONENT. The:

- A. Army National Guard of the U.S.;
- B. Army Reserve;
- C. Naval Reserve;
- D. Marine Corps Reserve;
- E. Air National Guard of the U.S.;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Lodgings that are not hotel or hotel-like accommodations.

SECRETARY CONCERNED. As defined in 37 USC. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SERVICES. UNIFORMED SERVICES.

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD GOVERNMENT MEAL RATE. The daily rate paid for meals in a GOV'T DINING FACILITY/ MESS including the operating cost. **GOVERNMENT MEAL RATE** for current rates.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. JFTR, par. U5375/JTR, par. C5190. Also referred to as temporary storage.

TEMPORARY DUTY (TDY) LOCATION. TEMPORARY DUTY STATION.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the INSTALLATION. **NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.**

TEMPORARY STORAGE. STORAGE IN TRANSIT.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the [Northern Mariana Islands](http://www.saipan.com), i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. TERRITORIES AND POSSESSIONS OF THE UNITED STATES. An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. **NOTE:** *"Incorporated" territories refer to any areas that Congress has "incorporated" into the U.S. by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. Ch 2 and APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H/JTR, Part D) for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 37 USC §554/5 USC §5564 and is IAW Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's/employee's financial responsibility.*

TRANSPORTATION REQUEST. A written GOV'T request (including a GTR which is defined) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

***TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

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

TRAVEL AUTHORIZATION/ORDER. A written instrument issued or approved by person(s) to whom authority has been delegated authorizing/directing a traveler or group of travelers to travel. There are four basic types of travel authorizations/orders:

A. Unlimited Open. This is a form of blanket travel authorization/order allowing a member/an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. ***NOTE*** below for restrictions.

B. Limited Open. This is a form of blanket travel authorization/order allowing a member/an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. ***NOTE*** below for restrictions.

C. Repeat. This is a form of blanket travel authorization/order allowing a member/an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. ***NOTE*** below for restrictions.

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

NOTE: *Unlimited Open, Limited Open, and Repeat Travel Authorizations/Orders (also called Blanket Travel Authorizations/Orders) are not used in DTS. The blanket travel authorization/order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel authorization/order for each such trip must be issued.*

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

TRAVEL, INVITATIONAL. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E, Part I for spouse invitational travel. APP E.

TRAVEL MANAGEMENT CENTER (TMC). *(CONTRACTED) COMMERCIAL TRAVEL OFFICE/ TRAVEL MANAGEMENT CENTER (CTO/TMC) and TRAVEL MANAGEMENT SYSTEM (TMS).*

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

TRAVEL, OFFICIAL. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.

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

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

TRAVEL ORDER. ***TRAVEL AUTHORIZATION/ORDER.***

TRAVEL STATUS. The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization/order, including time en route awaiting transportation connections and delays en route beyond the traveler's control. ***NOTE:*** ***JFTR, par. U2200/JTR, par. C1060 for more detail.***

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official travel authorization/order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

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

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

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

UNITED STATES (U.S.). The 50 states and the District of Columbia.

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

U.S. FLAG AIR CARRIER. ***U.S.-CERTIFICATED AIR CARRIER.***

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

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a GOV'T DINING FACILITY/MESS, and
- C. At which there are U.S. GOV'T operations.

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

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

WEIGHT ADDITIVE. *HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 2: DEFINITIONS (UNIFORMED MEMBER ONLY)

As used in JFTR, and unless otherwise specifically provided in JFTR, the following definitions apply.

ACADEMY, SERVICE. The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

ACTIVE DUTY. Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. ***NOTE: A member is on active duty while in a travel status or while on authorized leave.***

ACTIVE DUTY FOR TRAINING. Full-time training duty in the active military service for the purpose of training a member of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary Concerned.

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, ***NOTE 2.***

ADVANCED TRAVEL OF DEPENDENTS. The movement of dependents based on a Permanent Change of Station (PCS) authorization/order, but before member travel.

ANNUAL TRAINING DUTY. Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (DoD and Service regulations). ***NOTE: Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements; i.e., operational support.***

AUTOMOBILE MILEAGE RATES. MILEAGE (ALLOWANCE).

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

COMMAND SPONSORED DEPENDENT. DEPENDENT, COMMAND SPONSORED.

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

CONSECUTIVE OVERSEAS TOUR (COT). (IN PLACE CONSECUTIVE OVERSEAS TOUR.) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

DEPENDENT. Defined by 37 USC §401.

NOTE: Exception. For authorization purposes under JFTR:

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;

2. *A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);*
3. *A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.*

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (*Exception NOTES above.*)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS authorization/order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, [B-177061/B-177129](#), 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;
8. For transportation authorized in JFTR, par. U5215-B,
 - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
 - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. Par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1978](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

The following pertinent information is quoted from the DoDFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted IAW state law.

(Par. 260403) Validity of Member's marriage. Any case in which the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. U10104-G3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

- a. Army
DFAS-PMTEC-C/IN
8899 East 56th Street
Indianapolis, IN 46249-0855
- b. Navy
DFAS-CL/PMMACB
1240 East 9th Street
Cleveland, OH 44199-2055
- c. Air Force
DFAS-PMJPD/DE
6760 East Irvington Place
Denver, CO 80279-3000
- d. Marine Corps
Commandant of the Marine Corps (MRP-1)
3280 Russell Avenue
Quantico, VA 22134-5143
- e. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333
- f. Coast Guard
Commanding Officer (LGL)
Coast Guard Personnel Service Center
Federal Bldg.
444 S.E. Quincy Street
Topeka, KS 66683-3591
- g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
5600 Fisher Lane, Room 4-50
Rockville, MD 20857-0001

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](http://www.gsbca.gsa.gov/relo/r1594703.txt) available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>
[GSBCA 15382-RELO, 20 December 2000](http://www.gsbca.gsa.gov/relo/r1538220.txt) available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>
[GSBCA 15207-RELO, 19 May 2000](http://www.gsbca.gsa.gov/relo/r1520719.txt) available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>
[GSBCA 14673-RELO, 9 December 1998](http://www.gsbca.gsa.gov/relo/r1467309.txt) available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>
[GSBCA 14122-RELO, 16 March 1998](http://www.gsbca.gsa.gov/relo/r141220.txt) available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

DEPENDENT, COMMAND-SPONSORED. (DEPENDENT) A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity. Command sponsorship is not required to receive OHA at the with-dependent rate.

DEPENDENT-RESTRICTED TOUR. A tour at any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as an unaccompanied hardship overseas tour or remote tour. Also describes a tour at a station at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. [DoDI 1315.18, par. E2.1.13.](#)

DESIGNATED PLACE. Except as used in Ch 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***;
3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;
4. The OCONUS place in the old PDS vicinity at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;
5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at GOV'T expense.

NOTE 2: For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), pars. U6002-A and U6051-A.

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DUTY STATION. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of
 - a. Appointment to regular Service from civilian life or an RC;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

EARLY RETURN OF DEPENDENT. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS authorization/order.

EFFECTIVE DATE OF PCS ORDER. *PCS AUTHORIZATION/ORDER EFFECTIVE DATE.*

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign-born dependent spouse.

HOME OF RECORD (HOR). The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items (*except those listed in 2 and 3*) associated with the home and all personal effects (***NOTE 1***) belonging to a member and dependents on the effective date (***NOTE 2***) of the member's PCS or TDY authorization/order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: Par. U5310-E for an article involving a weight additive.

NOTE 2: HHG acquired after the authorization/order effective date but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare POV parts (APP A definition) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for a member ordered to locations listed in APP F;
5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and
7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (Ch 5, Part E for POV shipment);

3. Live animals including birds, fish and reptiles;
 4. Articles that otherwise would qualify as HHG but are acquired after the PCS authorization/order effective date, except:
 - a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS authorization/order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
 - b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
 5. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
 6. HHG for resale, disposal or commercial use;
 7. Privately owned live ammunition ([B-130583, 8 May 1957](#));
 8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. [DoD 4500.9-R, DTR, Part IV](#), for examples of hazardous materials.
- C. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
 2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
 3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
 - a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - b. No storage is required, and
 - c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. Duty prescribed for an RC member by the Secretary Concerned, or
 - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
 - a. Unit training assemblies;

b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: *This term does not include work or study for a correspondence course of a uniformed service.*

NOTE 2: *For pay purposes, inactive duty training must be performed under an authorization/order, cover a specific assignment, and have a prescribed time limit.*

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE:*** *An IPCOT authorization/order effective date is the first day of duty on the new tour.* No PCS movement is involved for a service member. However, dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailment of the initial overseas tour is not authorized.*** (Ref: [DoDI 1315.18](#)). For USCG, Service directives.

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

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

LODGINGS IN KIND. Lodgings provided by the GOV'T without cost to the member.

NON-COMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

OCONUS. Outside CONUS.

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

PCS AUTHORIZATION/ORDER EFFECTIVE DATE.

1. For a member being separated or retired, the last day of active duty. Below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT authorization/order effective date is the first day of duty on the new tour. IPCOT definition.

NOTE: *The following are examples of computing an authorization's/order's effective date:*

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS authorization/order effective date
EXAMPLE 2	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS authorization/order effective date
EXAMPLE 3	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS authorization/order effective date

***PER DIEM ALLOWANCE.** The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other reimbursable expenses (APP G). The per diem allowance covers all charges, including tax (*except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - NOTE 1 below*) and applicable service charges, for:

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

NOTE 1:

**a. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area (APP A) is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid.*

**b. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area (APP A) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. Incidental Expenses. Incidental expenses include:
- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (APP G for reimbursement of fees and tips incurred at transportation terminals.);
 - b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Ch 3, Part F and Ch 1, Part C.***
 - c. Personal laundry/dry-cleaning and pressing of clothing (***except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – NOTE 2, below***);
 - d. Telegrams and telephone calls necessary to reserve lodging accommodations;
 - e. Mailing costs associated with filing travel vouchers and payment of GOV'T-sponsored contractor-issued travel charge card billings;
 - f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;
 - g. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)); and
 - h. Tax and service charges on any of the expenses in items 2 through 3g.

NOTE 2:

****a. The cost incurred during TDY travel (not after returning to the PDS) for laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a reimbursable expense (APP G) in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.***

****b. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is not a reimbursable expense for OCONUS travel and is part of the IE included within the per diem/AEA authorized/approved for OCONUS travel.***

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent authorization/order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

- 1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
- 2. A change in the home port of a ship or mobile unit;
- 3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (par. U2146 for exceptions) for 20 or more weeks;

- c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. Enlistment or induction into the Service (regular or during emergency); and
- e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

NOTE 1: *The PDS geographic limits are:*

*a. **For a member.** The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

*b. **For an invitational traveler***

- 1. The corporate limits of the city or town in which the home or principal place of business is located; or*
- 2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

NOTE 2: *Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).*

NOTE 3: When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under par. U2146. Par. U2146 for examples of scheduled duration and extensions.

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
 - a. Appointment to regular Service from civilian life or from an RC;
 - b. Being called to active duty (including for training) for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
 - d. Enlistment or induction into the Service (regular or during emergency); or
 - e. Temporary disability retirement.
2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
4. The member's home upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a member's dependent for the primary purpose of providing personal transportation that:
 - a. Is self-propelled;
 - b. Is licensed to travel on the public highways;
 - c. Is designed to carry passengers or HHG; and
 - d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.

2. As used in Ch 6, a POV is a motor vehicle that is owned by the member (or a member's dependent) and is for the personal use of the member or the member's dependents.

NOTE 1: *In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the member's responsibility.*

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of a travel authorization/order.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR A MEMBER'S DEPENDENT SPOUSE. (Also called *PRO* or *PRO-Gear*). (NOT APPLICABLE TO AN EMPLOYEE'S DEPENDENT SPOUSE). HHG in a spouse's possession needed for the member's spouse employment or community support activities at the next or a later destination. The following items are PBP&E:

1. Reference material,
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
4. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.*

REPEAT TRAVEL AUTHORIZATION/ORDER. BLANKET TRAVEL AUTHORIZATION/ORDER.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS. Cost of maid service and fee for electricity.

SHORT DISTANCE MOVE. A move:

1. Involving HHG drayage or shipment for a short distance between residences;
2. To or from a NTS facility in the member's PDS area;
3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
4. Incident to reassignment or PCS to a new PDS near the old PDS;
5. Between residences within a metropolitan area; or
6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

STANDARD CONUS PER DIEM RATE. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](http://www.defensetravel.dod.mil/perdiem/perdiemrates.html) (<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>).

SUBSISTING OUT. The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment ([DoD 6015.1-M, January 1999, P19.1.19](#)).

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under an authorization/order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. Types: There are four types of TDY travel with different allowances:
 - a. **Business Travel.** Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
 - b. **Schoolhouse Training Travel.** Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
 - c. **Deployment, Personnel Traveling Together Under an Authorization/Order Directing No/Limited Reimbursement, and Unit Travel.** Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.
 - d. **Special Circumstances Travel.** Those categories of travel found in JFTR, Ch 7.

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR. The authorized tour length at a specific overseas duty station for a Service member who is not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (APP A definition). For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour. [DoDI 1315.18](#), par. E2.1.50.

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 USC §205.

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APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 3: DEFINITIONS (CIVILIAN EMPLOYEE ONLY)

As used in JTR, and unless otherwise specifically provided in JTR, the following definitions apply.

ACTUAL RESIDENCE. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record.” For a separating employee concluding an OCONUS assignment, the “actual residence” is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T ([GSBCA 16265-RELO, 19 December 2003](#)).

AGREEMENT. A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel.

APPROVING OFFICIAL. TRAVEL-APPROVING/DIRECTING OFFICIAL.

AUTHENTICATING OFFICIAL. AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).

BREAK IN SERVICE. A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (**5 CFR §300.703 (2004)**).

COMMUTED RATE. A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). Par. C5160-D4.

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** “Children” includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children. [50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));

NOTE 1: *An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a “legal guardianship” as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term “legal guardianship” is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create*

guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf ([GSBCA 16337-RELO, 19 April 2004](#)).

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 2: *Generally, the individuals named in items 3 and 4 are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

NOTE 3: *ICW the Missing Persons Act, "dependent" is defined in par. C7090-A for purposes of transportation eligibility under that Act.*

NOTE 4: *With respect to emergency leave travel, par. C7365-D.*

NOTE 5: *Whether an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>
GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>
GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>
GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>
GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

DUTY STATIONS. For the purpose of HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATION. The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE: In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.***

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EFFECTIVE DATE OF SEPARATION. The date an employee is separated from Federal service.

EMERGENCY TRAVEL. TRAVEL, EMERGENCY.

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel authorizations or amendments.

HOUSEHOLD GOODS (HHG) (FTR, §300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date (APP A) of transfer or appointment that legally may be accepted and transported by a commercial HHG carrier.

NOTE: Par. C5154-E for an article involving a weight additive.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare parts for a POV (APP A) and a pickup tailgate when removed;

3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in APP F;
5. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
6. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and
7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (Ch 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition ([B-130583, 8 May 1957](#)); and
7. Boats (other than those in A6 above); and
8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DoD 4500.9-R, DTR, Part IV](#), for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

- a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
- b. No storage is required, and
- c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDSs to seek a permanent residence.

IMMEDIATE FAMILY. DEPENDENT/IMMEDIATE FAMILY.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL. A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. JFTR, par. U2605 and JTR, par. C2505 for the current rate.

OCONUS

A. Outside CONUS.

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

***PER DIEM ALLOWANCE.** The per diem allowance (**also referred to as subsistence allowance**) is a daily payment instead of actual expense reimbursement for the actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other reimbursable expenses (APP G). The per diem allowance covers all charges, including tax (*except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - NOTE 1 below*) and applicable service charges, for:

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

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

***NOTE 2:** The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.**

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

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. Par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.***;
- c. Clothing laundry, dry-cleaning, and/or pressing (***except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS –NOTE 3 below***);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
- f. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)); and
- g. Tax and service charges on any of the expenses in items 2 through 3f.

****NOTE 3: The cost for laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G) in addition to per diem/AEA when travel within CONUS requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry/dry cleaning and pressing of clothing is not a reimbursable expense for OCONUS travel and is part of the IE included within the per diem/AEA authorized/approved for OCONUS travel.***

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION**. The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For an employee:

1. The corporate limits of the city or town in which stationed, or;
2. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

B. For an invitational traveler:

1. The corporate limits of the city or town in which the home or principal place of business is located, or

2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., *McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

NOTE: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

PERMANENT DUTY TRAVEL (PDT). First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. Ch 5, Part A.

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels (**NOTE 3** below).

NOTE 1: *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

NOTE 3:

*a. **CONUS.** A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.*

*b. **OCONUS.** A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same travel authorization/order.*

RENEWAL AGREEMENT TRAVEL (RAT). PERMANENT DUTY TRAVEL. Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. Ch 5, Part K, for eligibility and limitations.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member, the Principal member's designated representative, or:

- A. Secretary of a Military Department,
- B. Director of a Defense Component,
- C. Director, Administration & Management for:

1. Office of the Secretary of Defense,
2. Washington Headquarters Services,
3. Organization of the Joint Chiefs of Staff,
4. Uniformed Services University of the Health Sciences,
5. U.S. Court of Military Appeals, and

D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

SEPARATE DEPARTMENT. DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.

SEPARATION TRAVEL. PERMANENT DUTY TRAVEL.

SHORT DISTANCE MOVE. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. Par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

STANDARD CONUS PER DIEM RATE

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>). Also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

SUBSISTENCE EXPENSES. PER DIEM ALLOWANCE.

TEACHER. A civilian who is a citizen of the U.S. and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under a travel authorization/order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS. There are four types of TDY travel with different allowances:

1. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
2. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
3. Deployment, Personnel Traveling Together Under an Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

4. Special Circumstances Travel. Those categories of travel found in JTR, Ch 7.

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL, EMERGENCY. Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler's family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

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

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

UPON SEPARATION FROM FEDERAL SERVICE. All dates following the date an employee is separated from Federal Service.

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APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 4: ACRONYMS (JFTR/JTR)

(C) means applicable only to JTR (U) means applicable only to JFTR

<u>Acronym</u>	<u>Meaning</u>
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAH-DIFF	Basic Allowance for Housing – Differential (U)
BAH-RC	Basic Allowance for Housing - Reserve Component (U)
BAH-T	Basic Allowance for Housing – Transit (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (U)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools (C)
DoDEA	Department of Defense Education Activity
DoDFMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (U)
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office

<u>Acronym</u>	<u>Meaning</u>
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (C)
FAM	Foreign Affairs Manual (C)
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (C)
FHA	Federal Housing Administration (C)
FSH	Family Separation Housing (U)
FSH-B	Family Separation Housing – BAH Based Location (U)
FSH-O	Family Separation Housing – OHA Based Location (U)
FTA	Foreign Transfer Allowance (C)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (C)
FVT	Family Visitation Travel (C)
FWS	U.S. Fish and Wildlife Service (C)
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOV	Government-owned vehicle
GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (U)
HHT	House Hunting Trip (C)
HOR	Home of Record
HOS	Home of Selection (U)
HP	Home Port (U)
HSTA	Home Service Transfer Allowance (C)
IADT	Initial Active Duty for Training (U)
IAW	In Accordance With
ICW	In Connection With
IE	Incidental Expenses
IBA	Individually Billed Government Travel Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i>
IPCOT	In-Place Consecutive Overseas Tour (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (U)
LPQ	Living Pattern Questionnaire (U)
LPS	Living Pattern Survey (U)

<u>Acronym</u>	<u>Meaning</u>
LWOP	Leave Without Pay (C)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance (C)
MHA	Military Housing Area (U)
MIA	Missing in Action
MIHA	Move-in Housing Allowance (U)
MILAIR	Military Aircraft
MSC	Military Sealift Command (C)
NIST	National Institute of Standards and Technology (C)
NOAA	National Oceanic and Atmospheric Administration (<i>Same as USNOAA</i>)
NTE	Not to exceed
NTS	Non-temporary Storage (<i>also referred to as Extended Storage</i>)
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (U)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (U)
PHS	Public Health Service (<i>Same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (U)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
QTRS	Quarters
RAT	Renewal Agreement Travel (C)
RC	Reserve Component
RDD	Required Delivery Date (U)
RIT	Relocation Income Tax (C)
RPDCI	Retail Price Data Collection Instrument (U)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (C)
SECDEF	Secretary of Defense
SES	Senior Executive Service (C)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (C)
SR&R	Special Rest and Recuperative Absence (U)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number

<u>Acronym</u>	<u>Meaning</u>
*TAD	*Temporary Assigned Duty (<i>same as TDY</i>)
TCS	Temporary Change of Station (<i>C</i>)
TDRL	Temporary Disability Retired List (<i>U</i>)
TDY	Temporary Duty
*TEMDU	*Temporary Duty (<i>same as TDY</i>)
*TEMDUINS	*Temporary Duty Under Instruction (<i>same as TDY</i>)
TLA	Temporary Lodging Allowance – OCONUS (<i>U</i>)
TLE	Temporary Lodging Expense – CONUS (<i>U</i>)
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (<i>C</i>)
TQSE	Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management (<i>C</i>)
UTD	Uniformed Travel Determination (<i>U</i>)
VA	Department of Veterans Affairs (<i>C</i>)
VAMC	Veterans Affairs Medical Center (<i>U</i>)
VPC	Vehicle Processing Center
WAE	When Actually Employed (<i>C</i>)
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or “YCA”, has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DOD activities. The person must:

- a. Not be employed by the GOV'T,
- b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588. Par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DOD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;
- c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business. [55 Comp. Gen. 750 \(1976\)](#);***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation ([32 Comp. Gen. 134 \(1952\)](#)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended ([55 Comp. Gen. 800 \(1976\)](#));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);
- g. An individual is authorized pre-employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense ([B-180469, 28 February 1974](#));

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part K or par. C7100; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel ([56 Comp. Gen. 661 \(1977\)](#)) ; ([59 Comp. Gen. 461 \(1980\)](#)).

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2).; or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round-trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 10 USC §1036 which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function , or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.

(4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;

- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***;
- (d) Secretary of a Military Department, or designees, for requests from a staff member; and
- (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes GOV'T-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

- n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing ([71 Comp. Gen. 6 \(1991\)](#));
- o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;
- p. An individual performing a direct service for the GOV'T, consistent with 10 USC §1588. (5 USC §§ 5701(2), 5703; JTR, APP A; [55 Comp. Gen. 750 \(1976\)](#)); or
- q. A Service may authorize/approve per diem and one round-trip transportation between the residence to the medical facility for a limited number of family members of an ill or injured member (***not of a civilian employee***) per par. U5246.
- r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to, attendance by individual participating in an unofficial capacity for Chaplain-led programs. Par. U1008.***
- s. An attendant (JFTR, par. U7961) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7960.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal GOV'T employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel authorization/order) unless the individual is:

- a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or
 - b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel ([B-219046, 29 September 1986](#)); or
 - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or
4. Contractors (APP E3).

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Mode. Authorization of a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 2 and JFTR, Ch 3 (pars. A2p and q above) as appropriate to mission requirements.
3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (par. A2j).
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

- a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the ([B-233607, 26 October 1989](#)):
 - (1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,
 - (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

- b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

- c. The DOD component concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. JTR, par. C5120 and JFTR, par. U5243-D.

*7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran (10 USC §1491), may be authorized transportation or transportation reimbursement and reimbursable expenses (APP G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in JFTR/JTR, APP G for employees or members under pars. A2p and A2q may be authorized/approved.

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PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you are funded to return to the origin point.

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

The authorizing/order-issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

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

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office/Travel Management Center (CTO/TMC) when the contract with the CTO/TMC permits the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the GOV'T if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a CTO/TMC if available. If the contract between the GOV'T and the CTO/TMC does not permit the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

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

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

You are authorized to travel by privately owned conveyance (POC) since it's to the Government's advantage. Reimbursement is at the rate of \$0.55/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this travel authorization/order.

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

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

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

Applicable Per Diem Rates:

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

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

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

Actual Subsistence Expense Allowance (AEA) Authorized:

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

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

The [JTR](#) is available on the [Per Diem Committee website](#) at <http://www.defensetravel.dod.mil/perdiem/>.

Address any inquiries regarding this travel to: _____

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

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***APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL**

*A. General. This Appendix addresses the more commonly incurred reimbursable 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 expense description/documentation 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. Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

*REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>ATM Use (Civilian Employee)</p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. <u>DoDFMR</u>, Volume 9, Chapter 3 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
<p>ATM Use (Uniformed Member)</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/approved by the AO 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. <u>DoDFMR</u>, Volume 9, Chapter 3 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		
<p>Baggage, Excess Accompanied (Transportation Cost). 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> <p>JFTR, par. U3015 and JTR, par. C2302.</p>	X		X	
<p>*Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related baggage</p>	X	X	X	X

*REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>expenses incurred on official business. These expenses include:</p> <ol style="list-style-type: none"> 1. <u>Excess Baggage</u>. Baggage, Excess Accompanied. 2. <u>Baggage Transfer</u>. NTE the customary local rates, and necessity for the transfer must be explained. 3. <u>Baggage Storage</u> (with explanation). 4. <u>Baggage Checking</u>. NTE the customary local rates. 5. <u>Curbside Baggage Check-in Fee</u> <ol style="list-style-type: none"> a. <u>Uniformed Member</u>. <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized.</i> A tip, separate from the fee itself, is reimbursable. b. <u>Civilian Employee</u>. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need. 				
<p>Baggage Handling Tips</p> <ol style="list-style-type: none"> 1. <u>Uniformed Member</u> <ol style="list-style-type: none"> a. <u>Transportation Terminal</u>. Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal. b. <u>Lodging Establishment</u>. Reimbursement is authorized <i>only</i> for transportation-related tips for handling <i>GOV'T property</i> at lodging establishments. 2. <u>Civilian Employee</u>. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following: <ol style="list-style-type: none"> a. A traveler with a disability/special need (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
<p>Birth Certificates. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.</p>	X	X	X	X
<p>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 (<u>52 Comp. Gen. 73 (1972)</u>).</p>	X	X	X	X
<p>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></p>		X		X
<p>Check Cashing</p> <ol style="list-style-type: none"> 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
<p>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.</p>	X	X	X	X
<p>Clerical Assistance. Reimbursable when authorized/approved by the AO.</p>		X		X
<p>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 (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.</i></p>		X		X
<p>Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.</p>		X		X

*REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X
Currency Conversion Fees	X	X	X	X
1. Reimbursable. The “international transaction fee” for official qualifying transactions charged by the: <ul style="list-style-type: none"> - GTCC. This 1% charge is listed as a separate line item on the charge card billing statement. - Other than GTCC. When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this charge on a non-GTCC is reimbursable. 				
2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.				
3. Exchange Rates. 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.				
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X
Energy Surcharge Fees	X	X	X	X
Global Positioning System (GPS) for a Rental Car. The optional Global Positioning System (GPS) for a rental car is not reimbursable unless the AO can determine it was necessary for official business.		X		X
Green Card. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
GTCC		X		X
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. DoDFMR, Volume 9 , Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements.				
2. Expedited Delivery. Reimbursable when authorized/approved by the AO.				
Guide Services. Reimbursable when authorized/approved by the AO.		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
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 third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only)			X	X
1. Reimbursable for CONUS Travel. 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. Not Reimbursable for OCONUS Travel. <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 IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.				
Laundry/Dry-Cleaning Expenses (Uniformed Member Only)		X		
1. Reimbursable for CONUS Travel. 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. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a</i>				

*REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<i>separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.				
Legal Service Fees. 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. http://travel.state.gov/travel/tips/safety/safety_1179.html for information on driving abroad. 4. <i>This reimbursement applies only to members/employees but not their dependents.</i>	X	X	X	X
*Lodging, Dual. Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		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
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 per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A). 1. Reimbursable. 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. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable.</i>	X	X	X	X
Medical Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Mission-Related Expenses. Mission-related expenses <i>are not reimbursable as travel expenses.</i> These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), 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. 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 completing the TDY 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
Packer Services. Reimbursable when authorized/approved by the AO.		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

*REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
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. JFTR, par. U3320 and JTR, par. C2192.		X		X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.	X	X	X	X
<p>1. Reimbursement Eligibility</p> <p>a. General. Reimbursement is authorized for a:</p> <ul style="list-style-type: none"> (1) Member, (2) Employee, and (3) Dependent (member's and/or employee's). <p>b. Uniformed Member. Reimbursement authority is for a member who is:</p> <ul style="list-style-type: none"> (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. Item 5 below. <p>c. Civilian Employee. Reimbursement authority is for an employee who is:</p> <ul style="list-style-type: none"> (1) A U.S. citizen (NOTE: An eligible dependent does not have to be a US citizen.) (2) Hired locally or transported to a foreign OCONUS area at GOV'T expense, (3) Serving under a service or renewal agreement, and (4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or (5) Emergency Technical Support Personnel. Item 5 below. <p>d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <ul style="list-style-type: none"> (1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area. <p>2. Acquired Dependent (Uniformed Member Only). A member serving an unaccompanied OCONUS tour 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. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. Emergency Technical Support Personnel. 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,</p>				

*REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Japan)).				
6. <u>Visa, Green card, and Photograph Fee for OCONUS Travel</u> . These fees are reimbursable ICW official travel.				
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.				
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 stated in this APP.				
9. <u>Passport Fees</u> . An official traveler ordinarily travels on a no-fee passport. The three types of <u>U.S. passports</u> 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 U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air 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 <u>regular fee passport</u> . 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).				
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) (<u>GSBCA 15435-RELO, 9 April 2001</u>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.				
11. <u>Travel Authorization/Order for Visas and Physical Examinations</u> . A travel authorization/order should be issued to authorize/approve (JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to:				
a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.				
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.				
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).				
<u>Personal Expenses</u> . <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.				
<u>Pet Quarantine</u> . JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X	
<u>Phone Calls (Official)</u>				
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),		X		X
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 <u>GSBCA 14554-TRAV, 18 August 1998</u>).				
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.				
<u>Physical Examination Fees</u> . Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<u>Prepaid Phone Cards/Cell Phones</u> . Communication Services.				
<u>Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked</u> . 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	X	X	X	X

*REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
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.				
Privately Owned Conveyance (POC) Use on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable: 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie-down fees.		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
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. Mission-related expenses.		X		X
Resort Fees. Resort fees, <i>that are mandatory</i> , are authorized.	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
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/TMC, 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
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		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
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
Toll Collection Transponder Installed in a Rental Car. Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable unless the AO can determine it was necessary for official business.		X		X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		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
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
Visa and Photograph Fees for OCONUS Travel. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

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APPENDIX H

TRAVEL PURPOSE IDENTIFIERS & PREMIUM CLASS TRANSPORTATION

<u>Part</u>	<u>Contents</u>
1	Travel Purpose Identifiers
2A	Reporting Data Elements and Procedures Format
2B	First-Class Air Accommodations Codes
2C	First-Class Decision Support Tool
3A	Business-Class Air Accommodations Codes
3B	Business-Class Decision Support Tool
4A	Premium-Class Accommodations for Disability or Other Special Medical Needs Reasons
4B	Premium-Class Accommodations Determination Format

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SECTION A: PREMIUM-CLASS ACCOMMODATIONS FOR A MEDICAL DISABILITY/SPECIAL NEED REASON

It is DoD policy (JFTR, par. U2000-A2c/JTR, par. C2000-A2c) that premium-class travel accommodations, due to a medical disability/special need, 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. This requirement is in the JTR and JFTR. A certification validating the medical disability/special need is effective for a up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

A traveler who requests premium-class accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required premium-class authorization prior to travel. *If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate premium-class AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for premium-class transportation either before or after travel may result in the traveler being financially liable for costs over the economy/coach-class airfare.*

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**SECTION 4B: PREMIUM-CLASS ACCOMMODATIONS DETERMINATION
FORMAT**

The request for first/business -class accommodations for _____

(enter full name of traveler)

is authorized/approved/disapproved.

Type Full Name, Rank and Office Symbol of Premium-
class Authorizing/Approving Signature

DATE

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. Please consult JFTR/JTR, Chs 1-4 for further details.

T4000 INTRODUCTION

A. Application. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DoD civilian employee and any other non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DoD civilian employee and any non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together via no/limited reimbursement, and certain travel under special circumstances. This APP is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this Appendix, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. Active duty for training tours of 140 or more days at one location (except as noted in par. U2146) and active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW par. U7150-A4b(3)).

TDY performed as part of a PCS move (i.e., TDY en route) is not paid under DTS.

D. PCS Move Travel. TDY, performed as part of a PCS move, continues to be paid independently of DTS.

E. Invitational Travel Authorizations. JFTR/JTR, APP E.

F. Evacuations. JFTR/JTR, Ch 6.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2510. [Per diem rates \(http://www.defensetravel.dod.mil/perdiem/pdrates.html\)](http://www.defensetravel.dod.mil/perdiem/pdrates.html) by location showing the lodging, meals and IE components are provided under separate issuance by the PDTATAC. These rates also are available from the CTO/TMC.

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.
3. It is **mandatory** that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO/TMC or in-house travel arranger IAW TRANSCOM policy. The CTO/TMC estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.
4. It is **mandatory** that the traveler makes the official travel and transportation arrangements through the CTO/TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO/TMC should the CTO/TMC not be used. A traveler:
 - a. Who does not use a CTO/TMC or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement,
 - *b. Must use economy/coach-class for all official travel, unless premium-class accommodations are authorized prior to travel or approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a, U3125-B2b or JTR, pars. C2204-C2a and C2204-C2b.
 - (1) JFTR, par. U2000-A2c/JTR, par. C2000-A2c for medical reasons, or
 - (2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Economy/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. **JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.**
 - c. Must **not** use foreign flag transportation even if U.S.-certificated air flag carrier fares are higher,
 - d. Who uses premium-class or a foreign flag transportation presumably at GOV'T expense must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement, and
 - e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO/TMC was not possible.

5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures." ***The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.***
7. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the authorization/order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the GOV'T would incur additional costs or if it would affect the mission.
9. Retaining Promotional Items
 - a. A traveler on official business traveling at GOV'T expense on the funds of an AGENCY (APP A1) may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
 - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost.
 - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.
10. Each traveler must be treated as honest, responsible customers, and must follow the rules in this regulation. The DoDFMR, Vol. 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy

a. It is DoD ***mandatory policy*** that each traveler uses an available CTO/TMC to arrange official travel, including transportation and rental cars. ***A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense to a traveler without prior proper authorization.***

b. ***A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.***
NOTE: This does not establish the _CA as the basis for POLICY-CONSTRUCTED AIRFARE – that remains the YCA airfare.

2. Service Regulations. DoD COMPONENT/Service regulations for CTO/TMC use information.

3. Failure to Follow Regulations

- a. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO/TMC use (par. T4005).
- b. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO/TMC to issue a YCA airfare when there is a _CA airfare available that meets mission needs. ([CBCA 1511-TRAV, 7 May 2009.](#))
- c. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed.)

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following:

- a. Services available under a TMS (APP A1), or
- b. In-house travel offices.

2. All travel arrangements must be made IAW:

- a. DoDD 4500.9 (Transportation and Traffic Management) at <http://biotech.law.lsu.edu/blaw/dodd/corres/pdf2/d45009p.pdf>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3125-C/JTR, par. C2204-C).

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY-CONSTRUCTED AIRFARE (APP A1) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

NOTE: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed NTE the GOV'T/GOV'T procured transportation cost.

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (JFTR, par. U4326, ***NOTE 1***/JTR, par. C1060, ***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the travel authorization/order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO/TMC, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. Claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DoDFMR, Vol. 9, Ch 4, (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DoD Services).

When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U3310-A1/JTR, par. C2150, item 8).

NOTE:

1. ***A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***
2. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

3. *Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one vendor listed that has a vehicle available for official GOV'T travel and this vendor should be used.*

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as the appropriate transportation mode, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the should-cost estimate of AO-authorized transportation (e.g., commercial plane). In either case, reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), JFTR, par. U2020/JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.* Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

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

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, 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.

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

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY-CONSTRUCTED AIRFARE (APP A1) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U3320, U3410-A, U3415-D, U3420-A, and U3430/JTR, pars. C2101-A, C2102-E, C2103-A, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

*The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related reimbursable expenses (APP G) if the AO authorizes/approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO/TMC makes lodging reservations and reflects the cost estimate (including tax) on the Trip Record.

b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., through the CTOs/TMCs) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; *however, when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the*

member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. INSTALLATION at which the member is assigned TDY.

NOTE: *The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so, and is issued non-availability documentation cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). Par. U1045-C.*

c. Civilian Employee

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

(2) The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a [per diem rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT's headquarters, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel authorization/order before travel begins (or as part of an authorization/ order amendment/modification covering a prospective period after the authorization/order was issued), a travel authorization/order, modified after the fact, prescribing a [different per diem rate](#) is without effect and the locality [per diem rates](#) are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member.

NOTE 1 (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO/TMC can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$122 (\$76 for lodging and \$46 M&IE). The AO could authorize up to \$320 for lodging (300% x \$122 = \$366 - \$46 = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC, or the Secretary Concerned for a classified mission, and for ***only a uniformed member*** (JFTR, par. U4250). The traveler is financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

****NOTE 1:*** *The locality per diem [lodging ceiling](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.*

****NOTE 2:*** *The locality per diem [lodging ceiling](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

NOTE 3: *The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodgings are available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging location.*

e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. ***Reimbursement of lodging cost is not authorized when staying with a friend or relative.*** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the 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.*** [GSBCA 16836-RELO, 5 June 2006](#). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: *If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply.* [GSBCA 14398-TRAV, 24 Feb 1998](#).

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.* [GSBCA 15600-TRAV, 7 March 2002](#).

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 lasted 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 days of the TDY, 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.* [GSBCA 16652-TRAV, 26 August 2005](#).

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

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). *In no case may the total per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR, Ch 4, Part C/ JTR, Ch 4, Part C) is authorized/approved. The provisions of JFTR, par. U4141/JTR, par. C4555-G do not apply when the residence is purchased.*

NOTE: *A traveler who purchases or 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. [GSBCA 16699-TRAV, 17 August 2005](#).*

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost ([B-254626, 17 February 1994](#)).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). *The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.*

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A3). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. 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. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates.

NOTE 1: If all three meals are provided, only the IE for that day are payable.

NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

*e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5.00 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

*3. ***IE.*** The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$5.00. The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated IE. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

NOTE 1: Applicable to a civilian employee:

a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

NOTE 2: Applicable to a uniformed member:

a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use and/or GOV'T dining facility/mess may not be directed for a civilian employee. Par. T4040-A1c.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the IE amount, a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and APP. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. Par. T4040-A1c if the lodging cost exceeds the published maximum rate.

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

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. Par. T4020-B2.

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

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***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 traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

c. ***Civilian Employee Only.*** In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.*** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. T4040-A2. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

5. Contingency Operation Flat Rate Per Diem (uniformed member only). Par. U4105-I.

6.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1			
DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
Subsist Ashore			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Dining Facility/Mess – Permanent U.S. INSTALLATION	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Dining Facility/Mess (In AOR only)	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Dining Facility/Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Dining Facility/Mess and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
Subsist Aboard U.S. GOV'T Ship 3/			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – “Subsist Ashore” (above table) for authorization/order type and payment guidelines.

NOTE: For BAS DoDFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO/TMC, even though overnight lodging is not required.
- b. If travel is in the local area (JFTR, par. U3500/JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.
- c. JFTR, par. U3320/JTR, par. C2192 for travel to/from a transportation terminal.
- d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
- f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.

g. 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.

h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.

i. For distance determination JFTR, par. U2020/JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. **JFTR, par. U4510 for occasional meals authority.**

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

*E. Reimbursable Expenses. APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.

2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):

- a. Duty sites,
- b. Lodgings,
- c. Dining facilities,
- d. Drugstores,
- e. Barber shops,
- f. Places of worship,
- g. Cleaning establishments, and
- h. Similar places required for the traveler's subsistence, health or comfort.

3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.

4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.

5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER ([48 Comp. Gen. 301 \(1968\)](#))

A. General. Par. T4045 applies to an RC member on active/inactive duty under an authorization/order that provides for return home. Par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (Par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;

7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;

3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;

4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

Effective for travel that occurs 20 March 2008 through and including 31 December 2010

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Ready Reserve Select Reserve member (***and not just any*** RC member) must be:

a. Qualified in a skill designated as critically short by the Service Secretary;

b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of \$300 for each round trip.***

a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***

b. Lodging and Meals. The actual cost of the member’s lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

NOTES:

*1. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when ‘MALT-Plus’ for POC travel is paid.

*2. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
TABLE 1		
Situation 2/	Transportation 3/4/	Per Diem
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6/7/
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6/7/
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	Transportation 3/4/	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized/ approved (par. T4040-C) for travel days only 8/.

FOOTNOTES FOR TABLES 1 AND 2

1/ Applies to an RC member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4/	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

FOOTNOTES FOR TABLE 3

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home for par. T4045.

3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ Par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP**A. Before the Trip**

1. Cost Estimate. A traveler should obtain an estimate from the CTO/TMC, or DTS Reservation Module, for the trip. It is the key to several travel and trip funding decisions. It informs the traveler and the AO in advance of the standard and actual arrangements, associated costs, and the allowance maximums. It includes costing for transportation to and from the TDY location, lodging (including tax), and rental car (if authorized) . The estimate also reflects the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.
4. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.
5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO/TMC typically charges reservations to an IBA or unit GTCC. Airline or rail tickets may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. The traveler must be able to produce receipts for lodging and individual official travel expenses of \$75 or more.

C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.
2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.
3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. If not using the DTS, a finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.
5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:
 - a. *Must safeguard issued paper tickets, carefully at all times;*
 - b. Must immediately report a lost/stolen paper ticket to the issuing CTO/TMC;
 - c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;
 - d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;
 - e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and
 - f. Must return unused paper tickets to the CTO/TMC. Unused electronic tickets must immediately be reported to the CTO/TMC for a refund. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW this Regulation. For a civilian traveler, the AO must determine the travel purpose (JTR/JFTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have an GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures IAW this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW this regulation.

B. What's Allowable and Not Allowable

1. Transportation

- a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.
- b. Options on city-pair flight use. APP P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Ch 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JFTR, par. U3125-B4/JTR, par. C2004-B4, and must be recorded on the Trip Record.

NOTE:

1. *If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.*
2. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*
3. *The 14-hour rule only (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip to the PDS, a business-class transportation authorization should not be provided.*
4. *When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City-Pair Program is mandatory.*
5. *When scheduling flights of 14 or more hours, the first choice is always to use economy/coach class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.*

NOTE: *Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DoD civilian employee, or their dependents. A Uniformed Service member, a DoD civilian employee, and their dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. T4060.*

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). JFTR, par. U3125-C/JTR, par. C2204-B. *U.S.-certificated carriers are not “available” if:*

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;

f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); **NOTE: The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.**

NOTE 1: The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved ([GSBCA 16632-RELO, 15 July 2005](#))).

NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **Contract fare travel must never be used for personal travel. JFTR/ JTR, APP P, Part 2, par. E.** The official portion must be arranged through the CTO/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO/TMC Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO/TMC to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO/TMC to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

7. Authorized Trips Home during Extended Business TDY. **The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. **An analysis must be conducted at least every other year.** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate ([GSBCA 14554-TRAV, 18 August 1998](#)).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** Par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO/TMC computes the number of days allowed for travel based on the transportation modes the AO specifies. Par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.
18. TDY and RC Active Duty Time Limits for Per Diem Purposes
- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. *A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.* A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
 - b. For an RC member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.
19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.
20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.
21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.
22. Per Diem when TDY or PDS 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 the [per diem tables](#), the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.
23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act.

Approve. The ratification or confirmation of an act already done.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same authorization/order (either PCS or TDY), for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO/TMC, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.

PART 2: 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's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.
- b. **Second**, GSA works with GOV'T agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.
- c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

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 (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),
- 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 simplifying multiple destination travel.

3. Why can't contractors use it? It would save the GOV'T a lot of money!

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines will not extend the contract fares to a contractor. The program saves the GOV'T roughly \$2 billion annually. *GSA advises that the purchase of a contract city-pair airfare ticket 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 purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, CTO/TMC, or 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). 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 flight 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 IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance 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 U.S. 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 (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city-pair program and allows the airlines to anticipate 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 a GOV'T traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified 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. When GOV'T/GOV'T-contracted transportation/in-house or CTO/TMC (APP A1) services are available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

*a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip (***NOTE: This does not allow for unreasonable 'schedules' as a reason for not using a city-pair carrier.***); or

b. The contractor's flight schedule is inconsistent with explicit policies of the traveler's Federal department or agency with regard to scheduling travel during normal working hours (JFTR, par. U3006 and JTR, par. C1059); or

*c. A U.S.-certificated non-contract (or the 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 1 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 U.S.-certificated 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 GTCC options are not available;*

***NOTE 2 to paragraph (c):** *The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S.-certificated airline offers a still lower restricted airfare not matched by the contract carrier.*

***NOTE 3 to paragraph (c):** *Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel authorization/order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/command must ensure that uses of restricted airfares are to the GOV'T's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by GOV'T authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.*

***EXAMPLES:** Airline X is the city-pair contract carrier and Airline Y is another U.S.-certificated non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city-pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city-pair carrier (accepting all the restrictions) if permitted on the travel authorization/order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S.-certificated Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel authorization/order.

- 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/180 minutes international) and limits on circuitry (how far out of the way the carrier can take you). Service standards change annually 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 (par. 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 at GOV'T expense to accommodate my disability?**

Maybe. IAW Agencies/Services' policy, premium-class travel accommodations, due to a medical disability/special need, 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 a competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel IAW JFTR/JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from 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 arrangements 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. If I make a voluntary change after my ticket was issued, why does it have to be reissued?

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. When the traveler checks in, the 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 the following city-pair website www.gsa.gov/citypairsearch

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 economy/coach class city-pair airfare which is a highly discounted unrestricted airfare. If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity-controlled fare when it is available and meets mission needs.

NOTE 1: 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. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity-controlled coach class contract fare is available and the cost exceeds the cost of the lower cost capacity-controlled fare, the traveler is financially responsible to the GOV'T for the cost difference between the YCA airfare and the lower capacity-controlled airfare. [CBCA 1511-TRAV, 7 May 2009.](#)

NOTE 2: This does not establish the _CA as the basis for policy-constructed airfare – that remains the YCA.

- 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 tax?

The Federal GOV'T is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal GOV'T must pay.

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 tax 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 Defense Travel System (DTS) online booking engine (OBE) 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 DTS vendors' OBE displays 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 tax.
- b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which 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.* CONUS areas/locations with multiple airports include: 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 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 is limited to official travel only. If personal travel is taken in conjunction with official GOV'T travel, the contract city-pair airfares cannot be used for that portion of the trip since that travel is personal. These city-pair airfares 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) 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 and round-trip is \$502.
- 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*. City-pair airfares may be used in accordance with JFTR, par. U4105-F (uniformed member) or JTR, pars. C4440 and C4564 (civilian employee).

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 (Ch 5, Part K and APP I3-E4b), 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.** [GSA - Airfares \(City Pair Program\)](#) at www.gsa.gov/citypairs or contact following POCs at [GSA - Airfares \(City Pair Program\) - Ask the Expert](#) below for more information on GSA's Airline City-Pair Program. *Only those without Internet access should call.*

<p>Mr. Jerry Bristow Program Manager Contract City-Pair Program (703) 605-2925 Jerome.bristow@gsa.gov</p>	<p>Mr. Jerry Ellis Contract Specialist City-Pair Program (703) 605-2928 Jerry.ellis@gsa.gov</p>	<p>Mr. Vincent Aquilino Program Analyst City-Pair Program (703) 605-2271 Vincent.aquilino@gsa.gov</p>
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PART 2: CONFERENCE ATTENDANCE

A. General. A DoD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DoD AGENCY which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations ([38 Comp. Gen. 800 \(1959\)](#) and [55 Id. 1332 \(1976\)](#)). This authority is independent of the training authority included in JTR, par. C4630 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal AGENCY at which a member's/DoD civilian employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DoD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DoD AGENCY'S functions or activities and attendance is in the member's/DoD civilian employee's official performance; and
4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part 1.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DoD AGENCY regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).
3. Purpose. A Uniformed member and/or a DoD civilian employee may attend conferences at GOV'T expense to:
 - a. Further Service or DoD AGENCY programs;
 - b. Present scientific and technical papers which further the development of the U.S. resources; and
 - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DoD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

*E. Registration Fees and Reimbursable Expenses

1. When Travel Is Involved. Registration fees authorized in the travel authorization/order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165). Information should be included on the travel authorization/order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable [PMR](#) or TDY locality [M&IE rate](#) is paid

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel authorization/order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DoD AGENCY. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DoD AGENCY sponsored conference/meeting must be identified. The total amount paid by the GOV'T for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Ch 4, Part C and/or JTR, Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

*4. Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469 contain authority to pay related training costs at the PDS. The costs must clearly be an integral part of 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. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DoD AGENCY Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DoD AGENCY'S name (e.g., Defense Travel Management Office). ([31 Comp. Gen. 398 \(1952\)](#); [33 id. 126 \(1953\)](#)).

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

H. Advance Payment of Discounted Conference or Training Registration Fee ([FTR §301-74.25](#))

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written authorization/order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization/order to attend the conference has been generated. When the

authorization to register early is oral, the written authorization/order must reference the oral authorization for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from [FTR §301–74.26](#)). In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for reasons beyond the traveler's control that are acceptable to the Service concerned, e.g., unforeseen illness or emergency. *If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.*

I. Government Accountability Office Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the GAO Decision ([B-300826, 3 March 2005](#)) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision

Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An AGENCY hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host AGENCY to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an AGENCY, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an AGENCY policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect AGENCY counsels, as well as certifying officers, AGENCY auditors, and Inspectors General, to apply these criteria. To the extent that AGENCY officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, [APP A](#), for the current GMR.

1. The PMR example uses the Standard CONUS M&IE rate of \$46 and the Standard GMR of \$10.80 to compute the PMR amount. The \$46 consists of \$41 for meals and \$5 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.

Step 1	Add the locality <u>meal rate</u> and <u>GMR</u>	\$41.00 + \$10.80 = \$51.80
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	\$51.80 ÷ 2 = \$25.90 (Rounded up to \$26.00)
Step 3	Add Step 2 total to the CONUS incidental expense rate	\$26.00 + \$5.00 = \$31.00
Step 4	Proportional Meal and Incidental Expense Rate	\$31.00

2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is \$55/night and GMR is \$10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of \$29.00 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JFTR, par. U4147/JTR, par. C4553-C2).***

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Day	Computation	Total
Day 1	\$55 + [(\$46 (M&IE) x 75 %) = \$34.50] =	\$ 89.50
Day 2	\$55 + \$26 (PMR) + \$5 IE =	86.00
Day 3	\$46 x 75% =	34.50
TOTAL		\$ 210.00