

JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)**Change 282 — 1 June 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 June 2010 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

WILLIAM J. McCLOSKEY
COL, USA
Deputy Assistant Secretary of the Army
Military Personnel (Acting)

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: 103-09(R); 119-09(R); 23-10(E); 28-10(E); 29-10(I); 30-10(I); 32-10(I); 36-10(I); 38-10(I) through 40-10(I).
- E. Brief of Revision. The following are this month's major revisions:

U1200; APP A4; APP O, Par. T4020-B9. Reinforces that the JFTR addresses reimbursable allowances and expenditure of GOV'T funds only and that non-reimbursable expenses do not require authorization/approval.

U2300-B11; U5250. Authorizes a non-medical attendant for a very seriously/seriously wounded, ill or injured member hospitalized or receiving continuing outpatient treatment.

U5710, item 5. Temporarily increases TLE to 60 days for Fort Bliss, Texas.

U6003-A2b; U6051-B2. Updates the phone numbers to call for evacuation of USCG dependents.

U7050. Rewrites and aligns courier travel information.

U7207; APP S. Rewrites and aligns FEML travel information.

U7325; U7326; U7327; U7328; U7329. Rewrites and aligns wording for travel and transportation to receive a non-federally sponsored honor award.

U8010. Deletes "with dependents" for member paying child support.

U9225. Authorizes OCONUS COLA and TLA for a member whose foreign born dependent is authorized ERD travel to the dependents' native country.

U10306-I. Adds DOHA Claims Case No. 9804021, 15 May 1998 as reference in par. U10306-I.

APP A2. Updates DoDFMR reference for Common-Law Marriage contained in Dependents definition.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 282

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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PART B: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

*U1200 NON-REIMBURSABLE EXPENSES

*A. General. The JFTR addresses “reimbursable” allowances funded by the GOV’T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV’T cost, do not require authorization/approval, and are still not reimbursable regardless of the AO’s authorization or approval. Pars. U1200-B through U1200-D provide clarification.

*B. Promotional Materials/Benefits

*1. A traveler on official business traveling at GOV’T expense on agency (APP A1) funds may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.

*2. 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. Examples include vendor-provided complimentary upgrades to rooms or transportation accommodations and upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.

*3. Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV’T property, and may only be accepted on the GOV’T’s behalf.

*4. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The travelers should seek guidance from those funding authorities.

*C. Seat Relinquishing

*1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler’s delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler’s financial responsibility.***

2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the GOV’T ([59 Comp. Gen. 203 \(1980\)](#)).

*D. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier. If the traveler intends to make a claim against the GOV’T for the loss, delay, or damage, the traveler should contact the Claims Office prior to accepting a carrier’s compensation. By accepting the carrier’s compensation, the traveler may be accepting that amount as payment in full. (31 USC §3721, The Personnel Claims Act, Public Law 88-558 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.)

U1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html (or appropriate Service regulations for Non-DoD Services) regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. Also see the JER concerning acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel.

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PART D: ADVANCE OF FUNDS

U2300 ADVANCE PAYMENTS

A. General. A member may be paid an advance payment of (i.e., loaned) specified travel and transportation, station (COLA and TLA), and housing (OHA & FSH) allowances.

B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:

1. Discounted Conference or Training Registration Fee, APP R2, par. H;
2. Temporary duty travel (including advance lodging deposits), Ch 4, Part J;
3. Member PCS, par. U5104
- *4. Dependent outpatient travel, par. U5240-C10;
5. Dependent PDT, par. U5204;
6. HHG transportation, par. U5319;
7. Mobile home transportation, par. U5560;
8. DLA, Ch 5, Part G, and pars. U6013 and U6060;
9. Recruiting expenses, par. U7033;
10. SROTC members, par. U7150-E2d;
- *11. Attendants on behalf of member patients, pars. U5250-G and U7252-A;
12. Escorts and attendants of dependents, par. U7555; and
13. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9157 and U10028. **NOTE:**
Advance MIHA is not authorized.

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CHAPTER 5

PERMANENT DUTY TRAVEL

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U5015	MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT) A. General B. Reimbursement for the Use of more than Two POCs
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SECTION B3: PCS EXAMPLES – LODGINGS AND 'MALT PLUS' PER DIEM

U5106	PCS EXAMPLES – LODGINGS AND 'MALT PLUS' PER DIEM
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- U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART B) DIRECTED**
- A. Transoceanic Travel
 - B. Members Traveling Together under an Authorization/Order Directing No/Limited Reimbursement
 - C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction
 - D. Travel Reimbursement

SECTION B5: PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

- U5113 PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED**
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 - B. Partial Travel Days
 - C. Travel Time
 - D. New PDS is a Ship

SECTION B6: PCS TO, FROM, OR BETWEEN OCONUS POINTS

- U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS**
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- U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES**
- A. Travel when an Authorization/Order to Active Duty is Received at a Place Other Than That to Which Addressed
 - B. PCS Authorization/Order Received at TDY Station
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 - F. PCS Involving a Unit with a Home Port or PDS Location
 - G. Travel to/from a Designated Place
 - H. Member Escorts Dependent to/from a Designated Place ICW a Unit PCS Move to/from an OCONUS Unaccompanied Tour
 - I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated
 - J. Unable to Travel with Member's Organization
 - K. PCS to Hospital
 - L. Member Dies while En Route to New PDS
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- U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
- A. General
 - B. Separation from the Service or Relief from Active Duty to Continue in the Service

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- D. Time Limitation
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- F. Member Ordered to a College

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

- A. General
- B. Time Limitations
- C. Recalled to Active Duty before Selecting a Home
- D. Recalled to Active Duty after Selecting a Home
- E. Member on TDRL Who Is Discharged or Retired
- F. Member Ordered to a Place to Await Disability Retirement

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U5160 ALLOWABLE TRAVEL TIME COMPUTATION

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- B. When Dependent Travel and Transportation Allowances Are Not Payable
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- D. Time Limitation

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	C. Dependent Acquired on or before the PCS Authorization/Order Effective Date
	D. Effect of an Age Change or Dependency Status on Allowances
	E. Authorization/Order Amended, Modified, Canceled or Revoked after Travel Begins
	F. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Authorization/Order Is Received
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U5218	TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION
U5220	DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE
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	C. Ordered to an OCONUS Station to which Dependent Travel is Authorized
	D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty Under Unusual Circumstances
	E. Reassigned OCONUS Due to Base Closure or Similar Action before the Prescribed OCONUS
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	G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent
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	L. Convicted Personnel Awaiting Completion of Appellate Review
	M. Ship Being Constructed or Undergoing Overhaul or Inactivation
	N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

SECTION C5: VARIOUS SEPARATIONS

- U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
- A. General
 - B. Duty Station Erroneously Designated as HOR
 - C. Separation from the Service or Relief from Active Duty to Continue in the Service
 - D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
 - E. Relief from Active Duty for Members of the RCs Called (or Ordered) to Active Duty for Less Than 20 Weeks
 - F. Member Serves Less Than the Initial Prescribed Period of Service
 - G. Time Limit
 - H. Member Ordered to a Place to Await Results of Disability Proceedings
 - I. Member Ordered to a College
- U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
- A. General
 - B. Time Limits
 - C. Recalled to Active Duty before Choosing a HOS
 - D. Recalled to Active Duty after Choosing a HOS
 - E. Member on TDRL Discharged or Retired
 - F. Member Dies after Retirement or Release
 - G. Member Ordered to a Place to Await Disability Retirement

SECTION C6: UNUSUAL/EMERGENCY CIRCUMSTANCES

- U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
- A. General
 - B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty
 - C. Dependent Travel and Transportation OCONUS for Medical Care
 - D. Dependent Travel and Transportation Incident to Alert Notice
 - E. Dependent Travel and Transportation Incident to Tour Extension
 - F. Dependent Travel and Transportation Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)
 - G. Dependent Travel and Transportation Incident to an In-Place Consecutive Overseas Tour (IPCOT)
 - H. Travel and Transportation for a Dependent Relocating for Personal Safety
- 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
 - B. Definitions
 - C. Limitations
 - D. When Authorized
 - E. Administrative Instructions
 - F. Attendant for a Dependent
- U5242 FUNERAL TRAVEL**
- A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony

- B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict
- C. Definition of Burial Ceremony

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

- A. General
- B. Definition
- C. Transportation
- D. Per Diem
- E. Reimbursable Expenses

***U5250 NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER**

- *A. General
- *B. Non-Medical Attendant
- *C. Regulatory Authority
- *D. Transportation
- *E. Per Diem
- *F. Miscellaneous Reimbursable Expenses
- *G. Funds Advance

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

- A. Definitions
- B. Family Authorized Travel and Transportation
- C. Attendant
- D. Transportation
- E. Per Diem
- F. Funds Advance

SECTION C7: DEPENDENT STUDENT TRANSPORTATION

U5260 DEPENDENT STUDENT TRANSPORTATION

- A. General
- B. Dependent Student Attending a Dormitory DoDEA School
- C. Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes
- D. Dependent Student Transportation to a School in the U.S.
- E. Travel of a DoDEA Student for Academic Competitions and Co-curricular Activities

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

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U5305 ELIGIBILITY

U5310 BASIC ALLOWANCES

- A. General
- B. Prescribed Weight Allowances
- C. Professional Books, Papers, and Equipment (PBP&E)
- D. Additional Consumable Goods
- E. Weight Additive Articles
- F. Excess Costs for Transportation of a Boat or a Personal Watercraft, either Exceeding 14 Feet, as

- HHG
- G. Recruit's Civilian Clothing
- H. Storage
- I. GOV'T-paid Expenses
- J. Authorized Transportation Locations
- K. Transportation of Replacement HHG Items
- L. Required Medical Equipment

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

- A. General
- B. Authorization
- C. Exceptions

U5317 HHG TRANSPORTATION DISALLOWED**U5318 RE-TRANSPORTATION OF THE SAME HHG****U5319 FUNDS ADVANCE****SECTION D2: TRANSPORTATION METHODS**

U5320 TRANSPORTATION METHODS

- A. HHG
- B. UB
- C. GOV'T-procured Transportation
- D. Personally-procured Transportation and NTS
- E. Split Shipment

U5330 FACTORS AFFECTING HHG TRANSPORTATION

- A. Combining Weight Allowances when Husband and Wife Are Both Members
- B. Impact of Authorization/Order Effective Date
- C. Authorization/Order Amended, Modified, Canceled or Revoked
- D. Improper Transportation
- E. Items of Extraordinary Value
- F. HHG and Mobile Home Allowances
- G. HHG Transportation before an Authorization/Order Is Issued
- H. Time Limitation
- I. Alcoholic Beverage Shipment

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U5335 NET WEIGHT DETERMINATION

- A. General
- B. GOV'T-arranged Move and Transportation at Personal Expense
- C. DPM Transportation
- D. UB
- E. When Shipment Weight is Unobtainable
- F. Exceptions

U5340 EXCESS CHARGES

- A. General
- B. HHG Transportation in Excess of Authorized Weight Allowance
- C. HHG Transportation other than between Authorized Locations
- D. Transportation of Unauthorized Articles
- E. HHG Transportation with Special Routing or Services Provided

SECTION D4: TRANSPORTATION UNDER VARIOUS SITUATIONS

- U5345 TRANSPORTATION UNDER VARIOUS SITUATIONS**
- A. Entrance into the Service
 - B. Called/Ordered to Active Duty
 - C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment
 - D. Courses of Instruction of 20 or More Weeks at One Location
 - E. CONUS Area to Which HHG Transportation Is Prohibited
 - F. Ordered to a CONUS Hospital
 - G. Ordered from PDS to Await an Authorization/Order, Detail, Assignment, or Separation
 - H. Ordered on PCS to a PDS in the Vicinity of Storage
- U5350 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY**
- A. Ordered to an OCONUS PDS to Which HHG Transportation is Permitted
 - B. Ordered from Shore Duty to Sea Duty
 - C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
 - D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
 - E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
 - F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
 - G. Ordered from Sea Duty to Sea Duty
 - H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port
 - I. Unit Home Port Officially Changed
 - J. Unit Home port Change Officially Announced
 - K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action

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- U5355 LOCAL SHORT DISTANCE MOVES**
- A. General
 - B. Short Distance Move Incident to Reassignment or PCS
 - C. Short Distance Move and NTS Incident to GOV'T/GOV'T-controlled QTRS or Privatized Housing Assignment/Termination
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SECTION D6: SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

- U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
- A. General
 - B. Storage
 - C. Separation or Relief from Active Duty to Continue in the Service
 - D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service
 - E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks or less than 6 Months for Initial Active Duty for Training
 - F. Member Required to Vacate GOV'T/GOV'T-controlled QTRS or Privatized Housing upon Separation or Relief from Active Duty
 - G. Time Limit
 - H. Member Ordered Home to Await the Results of Disability Proceedings

- I. Member Serving in CONUS Who Has No Dependent and is Separated from the Service under other than Honorable Conditions
- J. Enlisted Member Ordered to a College
- K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty
- L. Member Dies after Separation from Service or Relief from Active Duty

SECTION D7: RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

- U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
- A. HOS Authorized
 - B. Transportation to HOS Not Authorized
 - C. Storage
 - D. Member Undergoing Hospitalization or Medical Treatment
 - E. Member Undergoing Education or Training
 - F. Other Deserving Cases
 - G. Member Required to Vacate GOV'T/GOV'T-controlled QTRS or Privatized Housing before Selecting a Home
 - H. Recalled to Active Duty before Selecting a Home
 - I. Recalled to Active Duty after Selecting a Home
 - J. Member on the TDRL Who Is Discharged or Retired
 - K. Member Dies after Retirement or Release
 - L. Member Ordered Home to Await Disability Retirement

SECTION D8: HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

- U5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
- A. General
 - B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
 - C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
 - D. HHG Transportation Incident to Alert Notice
 - E. Cadet or Midshipman Dies while Enrolled in Service Academy
 - F. Member Reduced in Grade
 - G. HHG Transportation Incident to Tour Extension
 - H. HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member with Dependent Stationed in CONUS)
 - I. HHG Transportation Incident to IPCOT
 - J. Consumable Goods Allowance Incident to Tour Extension or IPCOT
 - K. HHG Transportation for a Dependent Relocating for Personal Safety

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- U5372 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**
- A. General
 - B. Limitations
 - C. When Authorized
 - D. Storage
 - E. Termination of Missing Status

- F. Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status, and Spouse is Also a Member
- G. Administrative Instructions

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- U5375 STORAGE IN TRANSIT (SIT)**
- A. General
 - B. Time Limit
 - C. SIT for HHG Transported from NTS to Destination
 - D. SIT Converted to NTS
 - E. HHG Partial Lot Withdrawal and Delivery from SIT
 - F. Further PCS Authorization/Order Received after the Member Arrives at a New PDS
 - G. Authorization/Order Amended, Modified, Canceled or Revoked
 - H. Short Distance Moves

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- U5380 NON-TEMPORARY STORAGE (NTS)**
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 - C. NTS as an Alternative to Transportation
 - D. NTS Converted to SIT
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 - F. Withdrawal of HHG from NTS as an Alternative to Continued Storage
 - G. NTS Incident to Occupancy of GOV'T/GOV'T-controlled QTRS or Privatized Housing and Incident to Vacating Local Private Sector Housing
 - H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage
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U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

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

A. General

1. This par. 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 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 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 Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before the dependent begins 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 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 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 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 through 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 exceed the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/ dental facility locality per diem rate. *A dependent is not authorized meal expenses for round-trip travel that is performed within 12 hours (par. U4102-F).* This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE: *The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area (APP A1) 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 area (APP A1) 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 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 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 order must so indicate and the AO's statement in the 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 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 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 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:

- a. Member, or
- b. 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:

- a. The court-martial is completed, or

b. 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.

1. Unaccompanied to Accompanied Tour

a. 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.

b. A member who acquires a dependent after the PCS 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.

2. Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.

3. Accompanied-to-Accompanied Tour. A member who acquires a dependent after the PCS 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 (without regard to command sponsorship ([B-158661, 22 December 1966](#))) whose member sponsor is on active duty and 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

1. Dependent. APP A2. 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).

2. Transportation. "Transportation," as used in this par., includes transportation-in-kind or reimbursement therefore under par. U5201-A1b, and/or MALT under par. U5015-A.

C. Limitations

1. Destination. No travel at GOV'T expense may be authorized/approved under par. U5241-C unless a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service concerned.

2. Time. Authority ends for dependent travel and transportation allowances 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 IAW 37 USC §554. ***NOTE: The time waiver does not extend to escort travel authority for the dependent in par. U5241-F.***

- a. No GOV'T-funded travel and transportation allowances are authorized under par. U5241 when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.
- b. Effective for deaths occurring on or after 6 January 2006, the dependent has 3 years, beginning on the member's date of the death to choose a HOS for the purpose of travel and transportation allowances.

Examples:

Member on active duty died on 3 January 2006 -- Family had 1 year to make a HOS.

Member on active duty died on 10 January 2006 -- Family had 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 this par.

D. When Authorized

1. General. A dependent may be furnished transportation to a member's HOR or to another 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 by the dependent as to what location 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 the Secretarial Process determines that the circumstances 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 this par.

F. Dependent Escort Travel (10 USC §1036). Ch 7, Part Q, for escort travel accompanying an eligible dependent under this par., when it has been determined by the AO or Commanding Officer that travel by the dependents is

necessary; that they are incapable of traveling alone because of age, mental or physical incapacity, or the other extraordinary circumstances detailed in the Service regulations.

1. Round-trip transportation and travel allowances may be paid to any person for travel performed, or to be performed, under a competent order as an escort for the member's dependent, if the travel is performed not later than one year after the member (1) dies, (2) is missing or (3) otherwise unable to accompany the dependents. ***Travel and transportation allowances extension beyond the stated time limit is not authorized regardless of the circumstances.***
2. Travel and transportation allowances may be paid in advance IAW Service regulations.

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 this par., 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 through 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 E2, 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 DESIGNATED INDIVIDUALS OF A HOSPITALIZED WOUNDED, ILL OR INJURED MEMBER

NOTE: *Cadets/midshipmen are not eligible for designated individual transportation.*

A. General. Ordinarily, not more than three designated individuals (par. U5246-B) of a member described in par. U5246-A1 or U5246-A2 may be provided transportation 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 designated individuals in extenuating circumstances. Par. U1010-B1 for claims and APP E1, par. A2q for ITA authority.

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

- a. Seriously Wounded, Ill or Injured. Transportation and per diem is authorized to visit an active duty member who is seriously wounded, seriously ill, seriously injured (including having a serious mental disorder) 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 Wound or Injury. Transportation and per diem, may be authorized for each designated individual authorized to visit a member, not described in par. U5246-A1a, who has a wound or 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 wound or 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 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, wound, 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 570604, and table 57-3 at http://comptroller.defense.gov/fmr/07a/07a_57.pdf or COMDTINST M7229.29B par. 12-Q and figure 12-1 for a Coast Guard member at http://www.uscg.mil/directives/cim/7000-7999/CIM_7220_29B.pdf

3. Member Retired due to Wound, Illness or Injury. Transportation and per diem is authorized to visit a member who is retired solely because of a serious wound, 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 wound, 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.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence may contribute to the member's health and welfare during the member's inpatient treatment. In the case of a member who the attending physician or surgeon determines is not able to make such a designation, an individual who, as designated by the attending physician or surgeon and the military medical facility commander or head. If the designated individual is a:

a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

b. Civilian Employee: AGOV'T civilian employee is authorized the TDY travel and transportation allowances in regulation used by the agency or department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel authorization and/or paid under DTS.

c. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

2. The member may change any or all of the designated individuals during the duration of the member's inpatient treatment. However, during any one time period, there may only be three designated individuals paid per diem – only two during any period the member is authorized a non-medical attendant IAW par. U5250. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. U5246-A.

C. Transportation

1. General. One, or a combination, of the following round-trip transportation services between the designated individual'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 designated individual is necessary for the health and welfare of the member is concerned:

a. Transportation-in-kind;

b. Reimbursement for the cost of personally procured commercial transportation (*CTO/TMC use is still MANDATORY*);

c. 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-C1b 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-C1c.

2. Trips Authorized. Each designated individual may be provided one round-trip between the designated individual's home and the medical facility location in any 60-day period. However, not more than a total of three roundtrips may be provided in any 60-day period. Not more than a total of two round-trips in any 60-day period

during any time the member is authorized a non-medical attendant IAW par. U5250. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. U5246-A.

D. Per Diem. When a designated individual 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 wounded, ill or injured member, and for return travel to the designated individual's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5246-D.*

E. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U5246 may be reimbursed. Receipt requirements are the same as those in par. U2510.

***U5250 NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER**

*A. General. A Uniformed Service member covered by par. U5250 is a member who:

1. as a result of a wound, illness, or injury, has been determined by the attending physician or surgeon to be 'very seriously wounded, ill or injured' or 'seriously wounded, ill, or injured,' and.
2. is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wound, illness or injury.

*B. Non-Medical Attendant. A non-medical attendant is an individual who is:

- *1. designated by the member to be a non-medical attendant for the member, and
- *2. determined by the attending physician or surgeon and the military medical facility commander or head to be appropriate to serve as a non-medical attendant for the member and whose presence may contribute to the health and welfare of the member.

*C. Regulatory Authority. A non-medical attendant of a member described in par. U5250-A may be provided transportation and per diem under par. U5250 as determined by appropriate authority. A non-medical attendant under this par. may not also be a designated individual under par. U5246. Par. U1010-B1 for claims and APP E1, par. A2q for ITA authority.

*1. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

*2. Civilian Employee: AGOV'T civilian employee is authorized the TDY travel and transportation allowances in the regulations used by the agency or department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel order and/or paid under DTS.

*3 Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U5250-D, U5260-E and U5260-F

*D. Transportation

*1. General. One, or a combination, of the following round-trip transportation services between the non-medical attendant's home and the location at which the member is receiving treatment may be provided if the attending physician or surgeon and the military medical facility commander/head exercising military control over the member determines in writing that the designated individual's presence may contribute to the health and welfare of the member concerned:

a. Transportation-in-kind;

b. Reimbursement for personally procured commercial transportation cost (*CTO/TMC use is still MANDATORY*);

- c. Automobile mileage rate (par. U2600) for the official distance traveled by POC,

Reimbursement for personally procured transportation and/or POC use is NTE the GOV'T-procured commercial round-trip air travel cost. GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5250-D 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 GOV'T-procured commercial air travel 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. U5250-D1c.

*2. Other Trips. Only one round-trip between the non-medical attendant's home and the location the member is receiving treatment is authorized. However, the non-medical attendant also may be provided transportation, while accompanying the member, from the treatment location to which the round trip was authorized to any other location to which the member is subsequently transferred for further treatment. The transportation authorized includes any local travel necessary to obtain treatment for the member at the member's PDS (par. U3505). Ex: The attendant lives at Location A, the member is being treated at Location B. While the attendant is with the member the member must go between Locations B and C. The attendant may be reimbursed to travel with the member between Locations B and C. However, the attendant may not be paid to return to Location A and then travel back to Location B or to Location C.

*E. Per Diem

*1. General. When a designated individual 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 wounded, ill or injured member, while accompanying the member to any other location to which the member is subsequently transferred for further treatment, and for return travel to the non-medical attendant's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5250-E.*

*2. Non-medical Attendant Resides at PDS. A non-medical attendant who resides at the member's PDS, which is the location at which the member is receiving treatment, is not authorized per diem while in the local area, but may be authorized local travel IAW par. U3505 for any travel necessary to obtain treatment for the member at the member's PDS. The non-medical attendant may be authorized transportation and per diem while accompanying the member to any other location outside the local PDS area to which the member is subsequently transferred for further treatment.

*F. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U5250 may be reimbursed. Receipt requirements are the same as those in par. U2510.

*G. Funds Advance. An allowance under par. U5250 may be paid in advance (par. U2300).

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

A. Definitions

1. "Eligible member" as used in this par. 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 this par. 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 this par. may be paid in advance IAW par. U2300.

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PART H: TLE ALLOWANCE WITHIN CONUS

U5700 PURPOSE

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary QTRS *in CONUS* due to a PCS.

U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement NTE the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, DESIGNATED PLACE (APP A2), a member's CONUS HOR, and/or technical school if the member is reporting to the first PDS; or

NOTE: TLE is payable incident to a move when entering active duty to the first PDS.

2. After arriving at the new CONUS PDS, DESIGNATED PLACE, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,
3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or
4. For the elapsed time between PDSs when per diem is not payable; and
5. When the member's PCS order is cancelled or revoked after the member occupies temporary QTRS. The member is authorized TLE reimbursement up to the maximum number of days allowable; or
6. Upon initial arrival at a CONUS PDS and waiting for GOV'T QTRS assignment, or while completing arrangements for other permanent living accommodations when GOV'T QTRS are not available.

NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, DESIGNATED PLACE, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a DESIGNATED PLACE (APP A2) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- b. A DESIGNATED PLACE en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a

PCS); or

3. On behalf of dependent(s) acquired after the a PCS order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (par. U5205); or
6. When ordered to ITDY.

NOTE: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.

U5710 TIME LIMITATIONS

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and DESIGNATED PLACE in CONUS); or
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and DESIGNATED PLACE in CONUS);
3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS DESIGNATED PLACE and CONUS PDS; or
4. 5 days for a member reporting to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS DESIGNATED PLACE; or

Effective for TLE incurred on/after 20 March 2008. For TLE between 30 May 2006 and 19 March 2008, the maximum TLE period is 20 days.

5. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
 - a. a major disaster (PDS must be located in a Presidentially-declared disaster area), or
 - b. the PDS is experiencing a sudden increase in number of members assigned.

TLE has been temporarily increased for the following locations:

<u>Location</u>	<u>Effective for Dates</u>	<u>Number of TLE days</u>
Fort Drum, NY	22 Mar 2007 – 19 Mar 2008	20
Fort Drum, NY	20 Mar 2008 – 31 Dec 2011	60
*Fort Bliss, TX	*19 Mar 2010 – 18 Mar 2013	*60

U5715 TEMPORARY QTRS

Temporary QTRS for the member/dependent(s):

1. Must be a temporary residence; and

2. Must be in the vicinity of the old and/or new PDS/DESIGNATED PLACE; and
3. May be allowed if assigned family-type GOV'T QTRS are not occupied because:
 - a. HHG have not been shipped from the old PDS; or
 - b. HHG have not been received at the new PDS; or
 - c. GOV'T QTRS are undergoing repair/renovation; or
 - d. HHG have been packed, picked up and/or shipped from the losing PDS; or
 - e. For similar reasons.

NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

Effective 26 November 2008
U5720 REIMBURSEMENT

A. Member-Married-to-Member. When both spouses are members:

1. Each may be reimbursed up to \$290 per day, and
2. Both may not claim the same dependent(s) for TLE on the same days, and
3. One member may not claim the other member for TLE payment, and
4. TLE ***may be paid***, in addition to TQSE for civilian employees, (JTR, Ch 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

B. Per Diem Rate. The ***locality*** per diem rate based on the PDS (or DESIGNATED PLACE, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of \$290 per day for TLE expenses when the member and dependent(s) occupy temporary QTRS on the same or different days ([B-221732, 10 April 1987](#)); and
2. May choose the days TLE is claimed when occupying temporary QTRS on different days than the dependent(s); and
3. Dependent(s) may occupy temporary QTRS on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. Should use available GOV'T QTRS (par. U1045).

NOTE: When GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost or locality lodging rate, whichever is lower (par. U1045).

D. Reimbursement Example:

1. A member occupies temporary QTRS at the new PDS for 12 days (1-12 April).

2. The member's dependent(s) also occupy temporary QTRS for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290 per day.

E. Reimbursement Computation

Step 1: Determine the daily lodging ceiling and M&IE rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary QTRS	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: *The above percentage factors are used for both lodging and M&IE unless:*

1. *For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.*
2. *For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).*

Step 2: Determine the lodging cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

Step 3: Determine the gross daily equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

Step 4: Determine the applicable daily rate. Compare \$290.00 with the Step 3 amount. Pay the lesser of these two amounts for that day.

NOTE: *The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only(current Standard CONUS per diem rate, par. U2025).*

Example 1 -- TLE ALLOWANCE Member with no dependents	
A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$124 (\$78/ \$46). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	65% x \$46 = \$29.90
Lodging	65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$29.90 + \$47.50 = \$77.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.	\$290.00 vs. \$77.40 \$77.40/day x 4 days = \$309.60

Example 2 -- TLE ALLOWANCE
Member with 3 dependents

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$116 (\$70/ \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate). M&IE Lodging	160% x \$46 = \$73.60 160% x \$70 = \$112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$112 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$80.00 = \$153.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60.	\$290 vs. \$ 153.60 \$153.60/day x 8 days = \$1,228.80

Example 3 -- TLE ALLOWANCE
Two Members with other dependents

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$116 (\$70/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that GOV'T QTRS are not available. The members are authorized TLE, computed as follows:

Member #1 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$46 = \$46 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
Member #2 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$46 = \$46 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576).	

Example 4 -- TLE ALLOWANCE	
<p>A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$115 (\$69/ \$46). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 30 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T QTRS are not available. NOTE: In this example, each member claims the two dependent children BUT for different days. The members are authorized TLE, computed as follows:</p>	
Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	$125\% \times \$46.00 = \$ 57.50$ $125\% \times \$69.00 = \$ 86.25$
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$\$100.00$ vs. $\$86.25$ $\$86.25$
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$\$57.50 + \$86.25 = \$143.75$
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	$\$290.00$ vs. $\$143.75$ $\$143.75/\text{day} \times 10 \text{ days} = \$1,437.50$
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	$125\% \times \$46.00 = \57.50 $125\% \times \$69.00 = \$ 86.25$
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	$\$100.00$ vs. $\$86.25$ $\$86.25$
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$\$57.50 + \$86.25 = \$143.75$
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	$\$290.00$ vs. $\$143.75$ $\$143.75/\text{day} \times 10 \text{ days} = \$1,437.50$
<p>The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$2,875 (\$1,437.50 + \$1,437.50).</p>	

Example 5 -- TLE ALLOWANCE	
<p>A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$116.00 (\$70/ \$46). The member certifies that GOV'T QTRS are not available at either PDS. The member is authorized TLE computed as follows:</p>	
OLD PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	$160\% \times \$71.00 = \113.60 $160\% \times \$161.00 = \257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$\$195$ vs. $\$257.60$ $\$195$
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$\$113.60 + \$195 = \$308.60$
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	$\$290$ vs. $\$308.60$ $\$290/\text{day} \times 2 \text{ days} = \580
NEW PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	$160\% \times \$46.00 = \73.60 $160\% \times \$70.00 = \112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$\$85$ vs. $\$112$ $\$85$
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$\$73.60 + \$85.00 = \$158.60$
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.	$\$290$ vs. $\$158.60$ $\$158.60/\text{day} \times 6 \text{ days} = \951.60
<p>The member is authorized a total of \$1,531.60 (\$580.00 + \$951.60) for TLE.</p>	

Example 6 -- TLE ALLOWANCE

A member occupies temporary QTRS at the new PDS for 12 days (1-12 April) at \$52/night (\$47 per night plus \$5 tax). The new PDS locality per diem rate is \$123 (\$77/ \$46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18-29 April) at \$60/night (\$54 plus \$6 tax). The old PDS locality per diem rate is \$127 (\$81/ \$46). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that GOV'T QTRS were not available at either location. The member is authorized TLE, computed as follows:

	Member (New PDS)	Dependent(s) (Old PDS)
1. Determine max rate (Given percent x locality rate) M&IE Lodging	65% x \$46.00 = \$29.90 65% x \$77.00 = \$50.05	100% x \$46.00 = \$46.00 100% x \$81.00 = \$81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$52.00 vs. \$50.05 \$50.05	\$60.00 vs. \$81.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$29.90 + \$50.05 = 79.95	\$46.00 + \$60.00 = 106.00
Combined Total:		\$79.95 + \$106.00 = \$185.95
4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay \$185.95.		\$290.00 vs. \$185.95 \$185.95/day x 10 days = \$1,859.50

Example 7 -- TLE ALLOWANCE
Two Rooms Occupied

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off-post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x \$51 = \$99.45 195% x \$115 = \$224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$99.45 + \$224.25 = 323.70
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$323.70 \$290/day x 8 days = \$2,320.00

U5725 FUNDS ADVANCE

An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

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CHAPTER 6

EVACUATION ALLOWANCES

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 - B. DoD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," 5 November 1990 at <http://www.dtic.mil/whs/directives/corres/html/302514.htm>
 - C. (For DoD Services) DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)) at <http://www.dtic.mil/comptroller/fmr/07a/index.html>
 - D. (For Coast Guard) COMDTINST M7220.29 (series), "U. S. Coast Guard Pay Manual."
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SECTION 1: GENERAL**U6000 REFERENCES**

- A. Title 37, USC §405a.
- B. DoD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," 5 November 1990 (<http://www.dtic.mil/whs/directives/corres/html/302514.htm>).
- C. (For DoD Services) DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)) (<http://www.dtic.mil/comptroller/fmr/07a/index.html>).
- D. (For Coast Guard) COMDTINST M7220.29 (series), "U. S. Coast Guard Pay Manual."

U6001 GENERAL INFORMATION

A. General. An evacuation, as defined in par. U6002-C, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, host government denial or revocation of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude). The evacuation applies to:

1. Both a command- and a non-command-sponsored dependent who, at the time the evacuation is authorized/ordered, is permanently residing at/in the member's PDS vicinity (***NOTE: A non-command sponsored dependent is authorized transportation only – no safe haven allowances.***);
2. A command-sponsored dependent who is en route to the member's PDS (or to the member's PDS vicinity) to establish a permanent residence with the member;
3. A dependent student who is authorized to travel to the member's PDS under par. U5260-D;
4. A dependent who permanently resides at/in a member's former PDS vicinity following the member's assignment elsewhere or who permanently resides at/in a PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty, if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at/in which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority; and,
5. The dependent of a member assigned to an OCONUS PDS who dies before the dependent is evacuated from the PDS or while the dependent is in an evacuation status from there.

When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 USC §405a, the statute pertaining to a dependent's evacuation, does not apply to a uniformed member. A uniformed member, ordered to depart an area being evacuated, must be either in a TDY or PCS status.

*B. Funding. The Joint Plan for DoD Noncombatant Evacuation and Repatriation (<http://www.armyg1.army.mil/MilitaryPersonnel/NEO.asp>) contains the fund cites chargeable for evacuation allowances for a member's dependent of any DoD Service (<http://www.armyg1.army.mil/MilitaryPersonnel/neo/Evacuation%20Fund%20Cites.doc>). Questions relating to DoD fund cites should be addressed to the Joint Plan proponent: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; fax numbers: DSN (312) 225-6953 or COML (703) 695-6953 for unclassified material; phone DSN (312) 225-9547, COML (703) 695-9547. For Coast Guard personnel: Commandant (CG-832), U.S. Coast Guard, 2100 2nd Street S.W., Washington DC 20593-0001, telephone 202-372-

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3567. For NOAA personnel: Director, CPC ATTN: CPC1, 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333 fax number: COML (301) 713 4140, phone COML (301) 713-3444.

C. Evacuation Allowance Payments. The allowances authorized by Ch 6, Part A, may be paid to one or more of the following individuals:

1. The member's evacuated command-sponsored dependent spouse; and/or
2. Any command-sponsored dependent age 18 or older if at a different location than the spouse or when there is no spouse present; and/or
3. The member (as the natural guardian) for a command-sponsored dependent who is under age 18; and/or
4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. U6001-A4.

NOTE: A dependent is authorized evacuation allowances only if the dependent actually evacuates the home.

D. When Allowance Payments Are Made. Allowances authorized in Ch 6, Part A, are paid beginning on the date one of the officials described in par. U6003-A1 or U6003-A2, authorizes/orders an evacuation.

E. Written Order. Due to the emergency situations as defined in par. U6001, evacuation travel may be required to begin before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written order, including the oral order date IAW par. U2115.

F. Funds Advance

1. Travel and Transportation Allowances

- a. Travel and transportation allowances (including safe haven allowances) in Ch 6, Part A, may be paid in advance when an order is issued for the dependent's/escort's travel from the evacuation area.
- b. An advance of safe haven allowances authorized under par. U6005 may not exceed the estimated authorization for 30 days at the safe haven/designated place, as applicable.
- c. Transportation advances (par. U1010-B5) must be issued solely to provide sufficient funds to cover the necessary expenses that might be incurred for:

- (1) A dependent while traveling to and while at the safe haven/designated place, or
- (2) An escort traveling to and from the safe haven/designated place.

2. DLA. The DLA authorized under par. U6012 may be paid to the dependent designated by the member (par. U1010-B5) in advance of the dependent(s) travel to the designated place.

3. Pay. A pay advance furnishes an evacuated dependent with funds for travel, food, and other needs. The member designates the advance amount, NTE 2-month's basic pay. It is payable in advance to the dependent in one or more installments. The Secretary Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. Details at DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)), or the COMDTINST M7220.29 (series), U.S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as appropriate.

U6002 DEFINITION OF TERMS USED IN THIS PART

Part A: Authorized/Ordered OCONUS Movements /Section 1: General

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A command-sponsored dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Evacuated Dependent. A dependent (APP A2) who is:

1. Residing in a command-sponsored/non-command-sponsored status at/in the member's PDS vicinity, at the time of the evacuation;
2. Command-sponsored, but temporarily absent from the member's PDS or its vicinity;
3. Command-sponsored, and en route to the member's PDS or its vicinity to establish a residence with the member;
4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5260-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,
5. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered dependent's movement from a specific OCONUS area, when authorized/ordered by the appropriate authority in par. U6003-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/country, or each may be in a different city/country.

D. Safe Haven

1. Named Location. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place.
2. CONUS. If CONUS is named the safe haven in the evacuation order, an evacuee, upon arrival at the CONUS POD, must select the exact CONUS safe haven location to which they are traveling at GOV'T expense.

U6003 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas. The decision to evacuate a dependent from an OCONUS foreign area rests with the DoS. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD non-combatants ***NOTE: The SECDEF's authority does not apply to non-combatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). If timely communication with the DoS is not possible or there is no DoS presence in the area concerned, the Combatant command Commander or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing/ordering an evacuation of the area. The DoD (USD(P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily

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responsible for a dependent's evacuation at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 5 November 1990).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:

a. DoD Services. Per DSSR 614, DoS (Under Secretary of State for Management Office) authority is required for designation of an alternate foreign OCONUS safe haven. Following Secretary of State authorization, the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) may authorize/approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent. The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed. While determinations are made on a case-by-case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the GOV'T's best interest. Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (APP A1).

*b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-12) COML (202) 475-5395), for the dependent of a Coast Guard member;

c. The Secretary of HHS, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a PHS member;

d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of NOAA Corps member;

e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the DoN by agreement with the Secretary of Homeland Security);

f. The head of a DoD component (APP A1) or designated representative;

g. The commander of a U.S. INSTALLATION (APP A1) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and

h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the DoS, with DoD coordination. DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or a non-foreign OCONUS area.

a. If the CONUS is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at GOV'T expense.

b. If the U.S. is named in the evacuation order as the original safe haven, for:

(1) DoD Services. An evacuee must select the exact CONUS safe haven. Safe havens outside the CONUS but in a non-foreign OCONUS area (APP A1) must be authorized/approved by PDUSD

Part A: Authorized/Ordered OCONUS Movements /Section 1: General

(P&R). *Secretary of State authority is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.*

(2) Non-DoD Services. An evacuee must select an exact U.S. safe haven location.

2. Alternate Safe Haven Location Designation

a. DoD Services. Following Secretary of State authorization (through the Under Secretary of State for Management's Office), the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) has the authority to authorize/approve an alternate safe haven for an evacuated dependent including transportation at GOV'T expense from one safe haven location to another when circumstances warrant. Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (APP A1).

b. Non-DoD Services. The Secretarial Process following Secretary of State authorization (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authorization is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at GOV'T expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.

3. OCONUS Designated Place Designation. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For Non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. DoD Services. For DoD Services, the USD(P&R) terminates evacuation status and authorizes a dependent to return to the OCONUS PDS.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

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SECTION 1: GENERAL

U6050 GENERAL INFORMATION

A. General. An evacuation or limited evacuation, as defined in pars. U6051-D and U6051-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). For an authorized/ordered limited evacuation, see pars. U6053-I (Transportation) and U6054-D1 (Evacuation Allowances). The evacuation and limited evacuation applies to a dependent:

1. Who, at the time the evacuation is authorized/ordered, is permanently residing at/in the member's PDS vicinity;
2. Who is en route to the member's PDS (or the member's PDS vicinity) to establish a permanent residence with the member;
3. Who permanently resides at/in a member's former PDS vicinity following the member's assignment elsewhere or who permanently resides at/in a PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty, if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at/in which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority. ***NOTE: A dependent who departs the former PDS and then returns at personal expense to the former PDS is not authorized travel and transportation allowances, ref. par. U6053-C.; and,***
4. Of a member assigned to a CONUS PDS who dies before the dependent is evacuated from the PDS, or while the dependent is in an evacuation status from there.

When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 USC §405a, the statute pertaining to a dependent's evacuation, does not apply to a uniformed member. A uniformed member, ordered to depart an area being evacuated, must be either in a TDY or PCS status.

B. Funding. The Joint Plan for DoD Noncombatant Evacuation and Repatriation (<http://www.armyg1.army.mil/MilitaryPersonnel/NEO.asp>) contains the fund cites chargeable for evacuation allowances for a member's dependent of any DoD Service (<http://www.armyg1.army.mil/MilitaryPersonnel/neo/Evacuation%20Fund%20Cites.doc>). Questions relating to DoD fund cites should be addressed to the Joint Plan proponent: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; fax numbers: DSN (312) 225-6953 or COML (703) 695-6953 for unclassified material; phone DSN (312) 225-9547, COML (703) 695-9547. For Coast Guard personnel: Commandant (CG-832), U.S. Coast Guard, 2100 2nd Street S.W., Washington DC 20593-0001, telephone 202-372-3567. For NOAA personnel: Director, CPC ATTN: CPC1, 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333 fax number: COML (301) 713 4140, phone COML (301) 713-3444.

C. Evacuation Allowance Payments. The allowances authorized by Ch 6, Part B, may be paid to one or more of the following individuals:

1. The member's evacuated dependent spouse, and/or
2. Any dependent age 18 or older if at a different location than the spouse or when there is no spouse present, and/or
3. The member (as the natural guardian) for a dependent who is under age 18, and/or
4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian)

under the circumstances described in par. U6050-A3.

NOTE: A dependent is authorized evacuation allowances only if the dependent actually evacuates the home.

D. When Allowance Payments Are Made. Allowances authorized in Ch 6, Part B, are paid beginning on the date one of the officials described in par. U6051-B authorizes/orders an evacuation.

E. Written Order. Due to the emergency situations as defined in par. U6050, evacuation travel may be required to begin before a written authorization can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written order, including the oral order date IAW par. U2115.

F. Funds Advance

1. Travel and Transportation Allowances

a. Travel and transportation allowances (including safe haven allowances) in Ch 6, Part B, may be paid in advance when an order is issued for dependent's/escort's travel from the evacuation area.

b. An advance of safe haven allowances authorized under par. U6054 may not exceed the estimated authorization for 30 days at the safe haven/designated place, as applicable.

c. Transportation advances (par. U1010-B5) must be issued solely to provide sufficient funds to cover the necessary expenses that might be incurred for:

1. A dependent while traveling to and while at the safe haven/designated place, or
2. An escort traveling to and from the safe haven/designated place.

2. DLA. The DLA authorized in par. U6059 may be paid to the dependent designated by the member (par. U1010-B5) in advance of the dependent(s) travel to the designated place.

3. Pay. A pay advance in conjunction with an evacuation from a CONUS PDS is only authorized when the SECDEF specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The pay advance furnishes an evacuated dependent with funds for travel, food, and other needs. The member designates the advance amount, NTE 2-month's basic pay. It is payable in advance to the dependent in one or more installments. The Secretary Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. Details at DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR Vol. 7A)), or the COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as appropriate.

U6051 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing/ordering an evacuation or limited evacuation of a uniformed member's dependent from any CONUS location:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703)

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614-2798), for the dependent of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security:

*2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-12) COML (202) 475-5395), for the dependent of a Coast Guard member;

3. The Secretary of Health and Human Services, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a Public Health Service member;

4. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of a NOAA Corps member;

5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Service (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);

6. The head of a DoD component (APP A1 definition) or designated representative;

7. The commander of a U.S. INSTALLATION (APP A1 definition) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative;

8. The commander, director, head, chief or supervisor of a U.S. GOV'T organization or office; and

9. A State authority for Reserve Component or National Guard member serving on active duty or full-time National Guard duty as indicated in par. U6062.

C. Evacuated Dependent. A dependent (APP A2) who is:

1. Residing at/in the member's PDS vicinity, at the time of the evacuation;

2. Temporarily absent from the member's PDS or its vicinity;

3. En route to the member's PDS or its vicinity to establish a residence with the member; or

4. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

D. Evacuation. The authorized/ordered dependent's movement from a specific CONUS area, when authorized/ordered by the appropriate authority indicated in par. U6051-B. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/town/county or each may be in a different city/town/county.

E. Limited Evacuation. The authorized/ordered movement of a member's dependent from a CONUS residence to the nearest available accommodations (which may be GOV'T QTRS), when authorized/ordered by the appropriate authority indicated in par. U6051-B.

F. Safe Haven

1. When an Evacuation is Authorized/Ordered. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order, an evacuee must select the exact CONUS safe haven location to which they are traveling at GOV'T expense.

2. When a Limited Evacuation is Authorized/ Ordered. The nearest available accommodations (which may be GOV'T QTRS), determined to be suitable by the appropriate authority indicated in par. U6051-B who authorized/ordered the limited evacuation, where a dependent is directed to relocate on a temporary basis to await a decision by competent authority to return to the residence.

U6052 RESPONSIBILITIES

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate a dependent from an area rests with the individuals designated in par. U6051-B.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the Under Secretary of Defense (Personnel and Readiness) (USD (P&R)). When an evacuation or limited evacuation is authorized or ordered by a non-DoD Service, the authority to designate the original safe haven is vested in the Secretarial Process. If the CONUS is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at GOV'T expense.

2. Alternate Safe Haven Location Designation

a. DoD Services. The USD (P&R) has the authority to authorize/approve an alternate safe haven for an evacuated dependent including transportation at GOV'T expense from one safe haven to another safe haven when circumstances warrant.

b. Non-DoD Services. Authority is vested in the Secretarial Process.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven for an evacuated dependent and transportation at GOV'T expense from one safe haven to another when circumstances warrant.

3. OCONUS Designated Place Designation. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services, the USD (P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. For DoD Services, the USD (P&R), or the USD (P&R) designated representative, terminates evacuation status and authorizes a dependent to return to the PDS.

2. In limited evacuations involving DoD Services; the authority that authorized/ordered the evacuation terminates evacuation status and authorizes a dependent to return to the residence.

3. For non-DoD Services, authority is vested in the Secretarial Process in situations in which the USD (P&R) acts for the Defense Services, or the authority who authorized/ordered a limited evacuation.

4. In addition, for each Service ICW a CONUS evacuation, the Secretarial Process-determined official on a case-by-case basis may direct the dependent's evacuation allowances termination date before the evacuation period termination date. The Secretarial Process-determined official may:

- a. Permit the family to return to the PDS and terminate the evacuation allowances, or
- b. Require the family to go to a designated place (from a safe haven) with the resulting evacuation allowances transition,
- c. Allow the evacuation status to continue until the ordered evacuation period is terminated, or
- d. Allow a dependent to remain at the evacuation site with evacuation allowances, as outlined in par. U6052-E, if justified and authorized/approved on a case-by-case basis through the Secretarial Process.

E. Evacuation Safe Haven Allowance Policy. Each Service is authorized to manage evacuation allowances based on the Service's needs during the authorized evacuation period. Each Service is expected to pay evacuation allowances consistent with the dependent's status and the evacuated location conditions as noted below.

1. Evacuation allowances are based on the safe haven per diem rate and are paid at the rate of 100% for each dependent age 12 or older and 50% for each dependent under age 12 for the first 30 days. Effective day 31, those percentages are reduced to 60% and 30% respectively.
2. On a case-by-case basis, based on written justification from the family in question, continued evacuation allowances payment may be authorized/approved at 100%/50% beyond 30 days for a specific duration.

Each Service selects the authority for safe haven allowance determinations through the Secretarial Process. The authority must be an O-6/GS-15 or above at Service Headquarters level, with no further delegation of authority below that grade or staff component level.

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CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

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***U7050 TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**

*A. Travel and Transportation Allowances. Except as noted in this par., all travel and transportation allowances, for couriers, are the same as for TDY.

*B. Transportation. If practicable, a courier must use an available CTO/TMC, and GOV'T-procured transportation for necessary premium-class accommodations in pars. U3125, U3130, or U3135. Otherwise, reimbursement is for all personally-procured transportation and premium-class accommodations (with the required documentation per par. U2000-A on an actual cost basis (including tax)).

*C. Documentation

*1. Documentation authorizing/approving premium-class accommodations required in par. U2000-A must be included in/with the order.

*2. If a CTO/TMC and/or GOV'T-procured transportation was not used, the claim must explain why, and be accompanied by the receipt or an acceptable statement indicating the amount paid, if \$75 or more.

*3. If an explanation, receipt/statement, and premium-class authorization/approval are not furnished, reimbursement is limited to the cost of the POLICY-CONSTRUCTED AIRFARE (APP A1).

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PART H1: LEAVE TRAVEL AND TRANSPORTATION

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS

A. Authorization. An eligible member, for personal travel, and on behalf of an eligible dependent, if any, is authorized the travel and transportation allowances in Ch 5, Parts B and C, respectively for COT leave travel between authorized locations. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. U3320, and Ch 3, Part E. A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Member. An eligible member is one stationed OCONUS who is ordered to:
 - a. Consecutive tours of duty at the same (old) PDS (APP A2 - IPCOT), or
 - b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) One tour is unaccompanied, or
 - (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs ([DoDI 1315.18](#), Procedures for Military Personnel Assignments (<http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>)).

NOTE 1: Refer to [DoDI 1315.18](#), par. E3.7.2.2 for the COT requirements for a DoD member assigned to Alaska or Hawai'i.

NOTE 2: When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

2. Eligible Dependent. An eligible dependent is one who:
 - a. Is a dependent (APP A2, except a child described in item 8 of the definition) on the:
 - (1) Last day of the member's first tour at the old OCONUS PDS; or
 - (2) Member's PCS order effective date to the new OCONUS PDS; and
 - b. Is command-sponsored for both tours;
 - c. Is/was (in the case of deferred leave travel and evacuated dependent) located at or in the member's old OCONUS PDS vicinity; and
 - d. Accompanies the member during both tours.

NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair airfares ***are authorized***.
 - a. Travel between authorized locations is travel:
 - (1) Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;

- (2) From the old to the new OCONUS PDSs via an authorized destination; or
- (3) Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B3.

b. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR. ***If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.*** If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/ approved travel to that destination), city-pair airfares are not authorized for transportation to/from that alternate place.

Example 1	
Member's PDS is in an OCONUS location and HOR is in a CONUS Location A. There is no city-pair airfare between the OCONUS location and CONUS Location A.	
The POLICY-CONSTRUCTED AIRFARE (APP A) between the OCONUS location and CONUS Location A (incorporating some city-pair airfare connections):	\$1,200
Member desires to utilize COT travel to CONUS Location B.	
City-pair airfare to/from CONUS Location B:	\$1,400
Least expensive POLICY-CONSTRUCTED AIRFARE to/from CONUS Location B:	\$1,600
Since transportation to/from CONUS Location B, is more expensive than transportation to/from CONUS Location A, no city-pair airfares may be used to/from CONUS Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	
The member is <i>not responsible</i> for the additional \$200 cost if transportation to/from CONUS Location B is authorized/ approved by the Secretarial Process making the city-pair airfare to/from CONUS Location B available.	

Example 2	
Member's PDS is in OCONUS Location and the HOR is CONUS Location A.	
Round trip city-pair airfare trip cost:	\$980
Member desires to utilize COT travel to/from CONUS Location B.	
Round trip city-pair airfare to/from CONUS Location B:	\$840
Since transportation to/from CONUS Location B is less expensive than transportation to/from the HOR in CONUS Location A, the member is authorized city-pair airfare to/from CONUS Location B (\$840) NTE the \$980 cost to HOR.	

- c. An eligible traveler (member and/or dependent) may return to the old PDS at GOV'T expense from an authorized destination to drive a POC to a new PDS.
- d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a DESIGNATED PLACE IAW par. U5120-G.
- e. Pars. U5120-B, U5120-C (member) and U5218 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel. ***COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance). Effective for any member in a deferred COT leave status on 2 December 2002 or any member who becomes authorized to a COT leave travel on or after 2 December 2002.***

B. Scheduling. COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any.

1. Member's HOR in CONUS

- a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependent, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependent, who does not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires. ***Under DoDI 1327.06, a service member who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless authorized/approved by the PDUSD (P&R), or IAW Service regulations for the non-DoD Services.***

Exception to Time Limit for Contingency Operation: If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursement

1. Member Procured Transportation

a. An eligible member, when directed to use available GOV'T or GOV'T-procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

Example 1	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City-pair airfare one-way transoceanic trip cost:	\$775
Member elects not to use the CTO/TMC (policy violation and par. U1055) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	\$500
<i>Transoceanic airfare reimbursement (\$500) is not authorized IAW par. U5108-A.</i>	

b. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the GOV'T or GOV'T-procured transportation cost, as appropriate, for the official distance. Par. U5105-C. ***NOTE: This should almost never occur since CTO/TMC use is mandatory for all official travel.***

Example 2	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in a non-foreign OCONUS location and the HOR is in a CONUS location.	
GOV'T-procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, told to use the CTO/TMC for airfares but elects not to use the CTO/TMC for COT leave travel from the PDS to the HOR.	
The dependent purchased a one-way transoceanic ticket:	\$2,300
The member, on the traveler's behalf, is reimbursed \$1,900, the GOV'T cost for the transoceanic trip cost plus necessary ground transportation to the HOR. <i>The traveler is financially responsible for the additional cost of \$400 (one way). A dependent is not required to use GOV'T air transportation IAW par. U5207-A.</i>	

c. When the Service authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. U5105-B and/or U5201. If the Service does not authorize/

approve POC use, reimbursement is limited to the POLICY-CONSTRUCTED AIRFARE. APP A for POLICY-CONSTRUCTED AIRFARE definition.

*Example 3	
NOTE: Costs in this example are not actual transportation costs and are used for illustration only.	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 11-year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$139 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the accompanying child (under age 12) at 50% of the member's amount =	\$ 17.25
7. City-pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
Total constructed GOV'T city-pair airfare cost =	\$ 1,924.63
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.165/mile =	\$ 505.40
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9 Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$116 =	
Member's per diem authorization = 9 days x \$116/day =	\$ 1,044.00
Per diem for the accompanying spouse at 75% of the member's amount =	\$ 783.00
Per diem for the accompanying child (under age 12) at 50% of the member's amount =	\$ 522.00
Total actual amount =	\$ 2,854.40
In this example, the city-pair airfare cost to the HOR is less expensive than POC 'MALT-Plus' travel to the HOR. The member's reimbursement is limited to the POLICY-CONSTRUCTED AIRFARE of \$599/person if the Service did not authorize/approve POC use. The member is financially responsible for the additional cost (\$2,854.39 - \$1,924.63) of \$929.77.	
When the Service concerned authorizes/approves POC use through the Secretarial process, the member is authorized 'MALT-Plus' on behalf of eligible travelers. Par. U7200-C1c.	

Example 4	
NOTE: Costs in this example are not actual transportation costs and are used for illustration only.	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the 2 accompanying children (under age 12) at 50% of the member's amount of \$17.25/child x 2 children =	\$ 34.50
7. City-pair airfare cost (one way for member and 3 eligible travelers: \$869/traveler x 4 travelers =	\$ 3,476.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
Total constructed GOV'T city-pair airfare cost =	\$ 3,620.88
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.165/mile =	\$505.40
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$116/day = \$1,044
Member's per diem authorization =	\$ 1,044.00
Per diem for the accompanying spouse at 75% of the member's amount =	\$ 783.00
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$522/child x 2 children =	<u>\$ 1,044.00</u>
Total actual amount =	\$ 3,376.40
In this example, the city-pair airfare cost to the HOR is more expensive than POC 'MALT-Plus' travel to the HOR. Since the POLICY-CONSTRUCTED AIRFARE exceeds the actual POC cost, the member is reimbursed the actual amount. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers(par. U7200-C1c).	

2. Travel Status. A member is in a travel status (par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. U7200 if a member elects:

- a. 15 days leave and transportation, addressed under par. U7305, or
- b. Either of two other options available in lieu of transportation under the authorization discussed under par. U7305, i.e., cash, or 30 days leave without funded transportation (DoDI 1327.06 <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>).

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Transportation Authorization. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (as determined under DoDI 1327.06 (Leave and Liberty Procedures), subsec. 1.j.(3), <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>) for DoD Services and/or Service regulations for Non-DoD Services (par. U1010-B10) are authorized transportation between authorized locations. ***Air is the only authorized transportation mode (airport to airport transportation NOTE below)***. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required GOV'T air transportation is not reasonably available. **NOTE: A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).** Par. U7205-C for definition of "authorized location." Par. U3002-B, allowing reimbursement NTE the directed mode cost, does not apply if GOV'T transportation is reasonably available and not used.

1. Reimbursement for transportation costs is NTE the cost of GOV'T-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS/home/destination the airport is not authorized.

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at GOV'T expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:

- a. On permanent duty OCONUS,
- b. Assigned to an OCONUS ship or unit operation, or
- c. With OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE: A cadet/midshipman is not an eligible member for this transportation.

2. Eligible Dependent. An eligible dependent is one who:

- a. Is command-sponsored and resides OCONUS with the member,
- b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or
- c. Resides in CONUS, the emergency leave location is OCONUS, and the member:
 - (1) Is on permanent duty OCONUS, or
 - (2) Has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in par. U7205, domicile is a member's HOR or place:

A member's domicile is relevant to personal emergency transportation authorization only if the member is stationed in CONUS. A dependent's domicile is not relevant.

- a. From which first called (or ordered) to active duty,
- b. Of first enlistment, or
- c. Of permanent legal residence.

C. Authorized Locations. An eligible member and an eligible dependent are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7205. The authorized locations listed

below (including those in par. U7205-C1b(3)) are official travel locations, and available contract city-pair airfares *may* be used.

NOTE 1: *Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.*

NOTE 2: *The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.*

Example 1	
A member's PDS is OCONUS and the emergency leave is CONUS Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city-pair airfare between the PDS and Location B:	\$1,200
Round trip city-pair airfare between the PDS and Location A:	\$1,400
Round trip POLICY-CONSTRUCTED AIRFARE between the PDS and Location A:	\$1,600
Since transportation to/from Location A is more expensive than transportation to/from the closest CONUS international airport, Location B, no <i>city-pair airfare may be used</i> to/from Location A.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

Example 2	
A member's PDS is OCONUS and the emergency leave CONUS location is Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city-pair airfare between the PDS and Location B:	\$1,200
Round trip city-pair airfare between the PDS and Location A:	\$ 980
Since transportation to/from Location A is less expensive than transportation to/from the closest CONUS international airport, Location B, the member is authorized city-pair airfare to/from Location A (\$980) NTE the \$1,200 cost to Location B.	

1. Member and Dependent(s) OCONUS. For a member described in pars. U7205-B1a and U7205-B1b and dependent(s) described in pars. U7205-B2a and U7205-B2b:

a. Authorized origins are:

- (1) A member's PDS;
- (2) The dependent's other OCONUS location; or
- (3) The member's or dependent's location when notified of the personal emergency, if the location is OCONUS. ***For a member described in par. U7205-B1c and dependent described in par. U7205-B2c, check par. U7205-B2a.***

b. Authorized destinations are:

- (1) Either:
 - (a) The CONUS international airport nearest to the location from which the member/dependent departed to which a scheduled direct flight is available along a normally traveled international route; or
 - (b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. For an example, par. U7205-C; ***NOTE: This creates a cost limit to be used for transportation.***
- (2) An airport in a NON-FOREIGN OCONUS AREA (APP A); or

- (3) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.

2. Member and Dependent in CONUS. For a member described in par. U7205-B1c and dependent described in par. U7205-B2c:

a. Authorized origins are the international airports nearest the:

- (1) Member's PDS, or
- (2) Dependent's location when notified of the personal emergency.

b. Authorized destinations are:

- (1) An international airport in a non-foreign OCONUS area, or
- (2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.

U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location) between the TDY/unit location or ship and the:

1. PDS,
2. Home port, or
3. Other location if authorized emergency leave as determined under DoDI 1327.06 (Leave and Liberty Procedures <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>) for DoD Services and/or Service regulations (par. U1010-B9).

B. Transportation. Space-required GOV'T transportation must be used if reasonably available; otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if GOV'T transportation is reasonably available and not used.***

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS/home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City-pair Airfare Use. The locations listed in par. U7206-A are official travel locations, and available contract city-pair airfares may be used. *If the member travels to a more expensive ‘other’ location, city-pair airfares are not authorized.*

F. One-way Emergency Leave Travel. There is no authority for one-way emergency leave travel and transportation to the ship’s location if the member departed on emergency leave while the ship was in its home port. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D. Par. U7215 for travel and transportation allowances when a ship relocates during the member’s authorized absence.

NOTE: *The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to/from terminals are not included in the examples.*

Example 1	
A member’s PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member’s emergency leave destination is Denver, CO.	
There is no city-pair airfare between Ft. Campbell and Ft. Belvoir and the POLICY-CONSTRUCTED AIRFARE (APP A) (incorporating some city-pair airfare connections) is \$400.	
City-pair airfare cost from Ft. Campbell to Denver	\$500
POLICY-CONSTRUCTED AIRFARE cost from Ft. Campbell to Denver	\$600
Since transportation to Denver is more expensive than transportation to the PDS (Ft. Belvoir), the member is not authorized city-pair airfare to Denver. The member’s financial responsibility is \$600 of which \$400 is reimbursable.	

Example 2	
A member’s PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member’s emergency leave destination is Atlanta, GA.	
City-pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City-pair airfare from Ft. Hood to Atlanta	\$280
Since transportation to Atlanta is less expensive than transportation to the PDS (Ft. Belvoir) the member is authorized city-pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION

*A. Policy. FEMLE policy is established in DoDI 1327.06 (Leave and Liberty Procedures), subsection 1.j.(8), <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>. This policy is applicable to a Uniformed Service Member.

B. Eligibility

NOTE: *Once a member/dependent meets FEMLE eligibility, unless otherwise prohibited in par. U7207, the member/dependent is authorized FEMLE and it is not discretionary.*

*1. Traveler. A traveler is eligible for FEMLE if stationed at an authorized FEMLE PDS for 24 or more consecutive months (to include a 12 month tour extended for an additional consecutive 12 months).

***NOTE:** *When a traveler on a 12 month without-dependent tour to a FEMLE area extends for a consecutive second 12 month tour, the traveler is only eligible for one funded leave transportation program, the COT (member only), RAT (civilian employee only), or the FEMLE leave transportation program, but not both.*

*2. Dependent. The dependent of a traveler serving an accompanied tour at the FEMLE PDS is eligible for FEMLE if:

*a. Command-sponsored (member only)/authorized (DoD civilian employee), and

*b. Residing with the traveler at the FEML PDS. A dependent student attending school away from the PDS (e.g., in the CONUS) resides with the traveler for FEML eligibility).

*C. Authorized Transportation. Once a traveler/dependent meets FEML eligibility, unless otherwise prohibited, the traveler/dependent is authorized FEML and it is **not** discretionary.

*D. Dependent Travel

1. A dependent may travel independently of the member and may travel even if the member does not.

2. Student dependent travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The GOV'T-funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the GOV'T's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

*E. Number of FEML Trips

*1. The number of FEML trips an eligible traveler/dependent may take depends on the traveler's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
Tour <i>extended</i> at least 12 months	1 additional
b. At least 36 months.	2
Tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

*c. Uniformed Member: A member taking IPCOT assignments is authorized additional FEML trips based on the above table. For example, if the traveler's tour was 36 months, two FEML trips were authorized during that 36 month tour. If the traveler then serves a 36 month IPCOT, the traveler would be eligible for two FEML trips during that second 36 month tour.

*F. Time Limitation. FEML travel:

*1. Should not be performed within 6 months of the beginning or the end of the 24 or 36 month tour.

*2. Should not be performed within 3 months of the beginning or the end of a 12 month extension to a 24 month/less than 36 month tour.

*3. By an eligible traveler/dependent must be performed prior to the FEML tour completion (adopted from [CBCA 1067-TRAV, 26 June 2008](#)).

*G. Waiver Authority. A major command is authorized, on a case-by-case basis, to waive the six month or three month rule when appropriate. A major command is ordinarily commanded by a 4 star (3 star for Marine Corps) flag officer.

*H. FEML Combined with other Travel. ***FEML may be taken ICW any other funded leave transportation program or official travel.***

*I. FEML Locations/Destinations. APP S for a list of authorized FEML locations/destinations.

*1. FEML Location. To qualify, a location must meet the requirements of DoDI 1327.06 and be designated by an authority listed in par. U7207- 15.

2. FEML Destination. The authorized FEML destination, determined IAW DoDI 1327.06, is listed in APP S.

*3. Alternate Destination(s). A traveler may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. Travel to/from the alternate destination(s) is official travel, and contract city-pair airfares *may* be available for use. *If a traveler travels to more expensive alternate destination(s), city-pair airfares are not authorized to any of the alternate destination(s).*

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 traveler's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare between Bahrain and Frankfurt, Germany.	
The POLICY-CONSTRUCTED AIRFARE (APP A) (incorporating some city-pair airfare connections) is \$1,200.	
The traveler desires to utilize FEML to Boston, MA.	
Round trip city-pair airfare to/from Boston:	\$1,400
Round trip POLICY-CONSTRUCTED AIRFARE to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city-pair airfare may be used to/from Boston. The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

*b. Example 2

Example 2	
A traveler's PDS is in Brazil and the authorized destination is Miami, FL.	
The traveler desires to utilize FEML to St. Louis, MO.	
Round trip city-pair airfare between Brazil and Miami is:	\$980
Round trip city-pair airfare from Brazil to St. Louis is:	\$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from Miami, FL, the traveler is authorized city-pair airfare to/from St. Louis (\$840) NTE the \$980 cost to/from Miami.	

5. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: DUSD (MPP) IAW DoDI 1327.06;
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation/Recertification Requests. Designation/recertification requests (for DoD Services) must be sent through Combatant Command channels to DUSD (MPP) IAW DoDI 1327.06.

E. Transportation

*1. Traveler /Dependent. The traveler and dependent may travel together or independently.

*2. Restrictions. A traveler/dependent(s) taking a FEML trip:

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

NOTE: A commander 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 FEML.

3. Procurement. Commercial air transportation must be IAW par. U3120.

*4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. U3320).
- b. Reimbursement is NTE the GOV'T-procured transportation cost between a traveler's PDS and the authorized destination plus the ground transportation cost (par. U7207-J4a).

*5. Transportation Funded by a Host Government. ***If a traveler/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.***

*K. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.***

*L. Dual Allowances. A traveler/ dependent may not receive dual allowances. Therefore, the traveler's spouse (or other dependent), serving at the PDS as a traveler of the same or another U.S. GOV'T agency, is eligible for FEML travel as the traveler's dependent ***provided*** the other agency does not provide comparable allowances.

Example: A member/employee is married to a member/employee. They have two children. The member/employee are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the member/employee may take separate FEML trips and each child may accompany one parent, but not both.

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)

A. Authority. A member is authorized transportation allowances (***no per diem***) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

1. CONUS medical treatment place to a place selected by the member and authorized/approved by the Secretarial Process, and
2. Member-selected place to any medical treatment place.

NOTE: Additional trips, if deemed necessary by the attending physician, may be authorized through the Secretarial Process.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

1. Transportation-in-kind;
2. Commercial transportation cost reimbursement when the member travels at personal expense (Ch 3, Part B), ***NOTE: IAW par. U3120-A1, it is mandatory policy that a member uses an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110; or***

3. The TDY automobile mileage rate for the official distance.

NOTE: GOV'T/GOV'T-procured transportation must be furnished and used to the maximum extent practicable.

C. Restrictions. *Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception: A member who departed the ship on emergency leave while the ship was in its home port is authorized allowances under par. U7215 even if the member knew of the ship's relocation before departing on emergency leave.***

B. Limitation. A member is authorized travel and transportation allowances for additional costs associated with returning to a relocated ship. Reimbursement is limited to the additional cost and is NTE the transportation cost between the ship's old and new locations.

C. Reimbursement. TDY travel and transportation allowances are payable. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized. The GOV'T/GOV'T-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. ***If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair airfares are not authorized.***

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B a member en route to or at a leave location, who is ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, par. U4105-F.

B. Recall for Operational Reasons

1. Authorization. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:

- a. Beginning the day they depart from the leave location or place they receive an order canceling leave, and ending on the arrival day at the duty station; and
- b. If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the order canceling leave.

No per diem accrues for duty at the PDS.

2. Eligible Member. An eligible member is one who departs from a PDS or TDY station on authorized leave and is recalled to the same duty station because of:

- a. Actual contingency or emergency war operations, or
- b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) Within 24 hours of departure, or

(2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

- (a) A substantial portion of the scheduled leave period has been eliminated by the recall, or
- (b) The leave purpose has been defeated ([60 Comp. Gen. 648 \(1981\)](#)).

PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD

U7325 GENERAL

A. Authorization. GOV'T-funded travel and transportation allowances may be authorized for travel to receive an honor award sponsored by a non-Federal organization provided the award is closely related to the:

1. Traveler's official duties, and
2. Service/agency's functions and activities ([55 Comp. Gen. 1332 \(1976\)](#)).

B. Authorization/Approval for Other Reasons. When attendance at the meeting/convention where the award is given has been authorized/approved for another reason, no further order is required for the traveler to accept an award (37 USC §412).

U7326 PERSON ACCOMPANYING THE TRAVELER

Travel and transportation at GOV'T expense may be authorized for an individual to accompany the traveler receiving an honor award. The individual must be related by blood/affinity, or one whose close association with the traveler is the equivalent of a family relationship (APP E1, par. C-5).

U7327 ALLOWABLE EXPENSES

TDY transportation and per diem/AEA are payable.

U7328 REIMBURSEMENT RESTRICTION

There is no authority for a traveler authorized travel under this Part to accept reimbursement from a private organization for travel and other expenses.

U7329 REGISTRATION FEES

APP R2, par. E.

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CHAPTER 8

COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA)

37 USC §403b

U8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. High Cost Area. An area is a high cost area for a fiscal year for Ch 8's purposes if the uniformed services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12-month period ending on 30 June of the year in which such fiscal year begins. *SECDEF, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.* The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to Uniformed Services' members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. The term "member with dependents" as used in Ch 8 means a member who is authorized BAH (or would be authorized BAH if GOV'T QTRS were not occupied) at the with-dependent rate. *The term does not include a member authorized BAH at the with-dependent rate solely on the basis of paying child support.*

C. Member without Dependents. The term "member without dependents" as used in Ch 8 means;

1. A member authorized BAH (or would be authorized BAH if GOV'T QTRS were not occupied) at the without-dependent rate, and
2. A member authorized BAH at the with-dependent rate solely on the basis of paying child support.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. The member's spouse; or
2. For an unmarried member, a dependent (APP A2 except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. The term "unaccompanied status" as used in Ch 8 means any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or during which all dependents return to, a CONUS location to establish a permanent residence.

U8002 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under the law (37 USC §403b) and Ch 8. A member:

1. Assigned to a CONUS high cost area.
2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.
3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8016-B or U8016-C that:
 - a. The member's primary dependent must reside in a CONUS high cost area by reason of the member's PDS or other circumstances; and

- b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's PDS.

For CONUS COLA purposes, a ship's or afloat staff's home port (not to be confused with PDS for non-sea duty organizations) to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship or afloat staff, regardless of BAH eligibility is eligible for CONUS COLA if otherwise qualified.

U8004 RATE PAYABLE

A. General

1. CONUS COLA must be paid to a member assigned to a PDS in a CONUS high cost area.
2. For a member with dependents whose dependents, under the circumstances in par. U8016, do not reside with the member at the PDS location CONUS COLA must be paid based on the primary dependent's location.

B. Both Husband and Wife Are Members. When both husband and wife are members, each is authorized a CONUS COLA. This authority exists whether or not the husband and wife maintain a joint residence or separate residences. In no case may a spouse, who also is a member on active duty, be a dependent for CONUS COLA purposes. When a member-married-to-member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the with-dependent rate and to the other at the without-dependent rate.

C. Member Assigned to a Ship or Afloat Staff. For CONUS COLA, the home port of the ship or afloat staff to which a member is assigned is the member's PDS. Ordinarily CONUS COLA based on the rate for the old home port stops on the day before the home port change effective date and CONUS COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship or afloat staff is delayed at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized CONUS COLA based on the old home port until the day the member moves back aboard the ship.

D. Accessions. A new member ordered to active duty is authorized CONUS COLA at the rate prescribed for a member:

1. Without dependents - the rate is based on the duty location to which assigned. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,
2. With dependents - the member can elect the with-dependent rate for the PDS or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the member's initial PDS.

CONUS COLA is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS based on law.

E. Member in a Leave Status. The CONUS COLA rate paid to the member is not affected by any leave status.

F. Member Processing for Separation or Retirement. CONUS COLA is paid during separation or retirement processing:

1. Based on the last PDS rate; or
2. Based on the primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or

3. Based on the CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

U8006 CONUS COLA NOT PAYABLE

CONUS COLA is not payable in the following cases. For:

1. The number of travel days authorized ICW a PCS (par. U5160); or
2. An RC member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, par. U8038.

U8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate (Ch 9), and a CONUS COLA at the with-dependent rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there is no command-sponsored dependent residing OCONUS with the member.*** If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence IAW par. U9105-B, the member may be paid the OCONUS COLA at the with-dependent rate, and a CONUS COLA at the without-dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence (par. U9130-A). On the following day, the member may be paid CONUS COLA at the with-dependent rate for the CONUS PDS.

U8010 MEMBER PAYING CHILD SUPPORT

A member authorized:

1. BAH at the with-dependent rate based solely on child support payment; or
2. BAH-DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without-dependent rate.

U8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN

Generally, a divorced or legally separated member who is not identified in the divorce decree or legal separation agreement as the full-time legal custodial parent of a child or children of the marriage is not authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

1. The member must be authorized BAH, and
2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90-day period).

NOTES:

1. ***If the divorce or separation involves two service members, it is possible for both service members to be authorized CONUS COLA at the with-dependent rate. This is the case when each member-parent has physical custody of one or more children at the same time (Ch 10 - BAH).***
2. ***In a case in which the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment ([69 Comp. Gen 407, \(1990\)](#)).***

U8014 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in pars. U8014 and U8016, CONUS COLA authority at the rate prescribed for a particular PDS begins on the day the member reports to that PDS at which there is a rate prescribed. Similarly, except as otherwise provided in par. U8014, CONUS COLA at the rate paid at the member's old PDS continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but authority for the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as in par. U8022, a member departing from a PDS:

1. OCONUS incident to a PCS to a CONUS PDS named in the order, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or
2. Incident to a PCS to a new CONUS PDS with TDY en route at a location to which the member commutes from the permanent QTRS that will be occupied at the new PDS, is authorized the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

U8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION**A. General**

1. A member is authorized only one CONUS COLA.
2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship's or afloat unit's home port. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve payment of CONUS COLA based on the dependent's location through the Secretarial Process.
3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may request and be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved

When the member is:

1. Assigned to a PDS in an area at which sufficient housing does not exist;
2. Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a CONUS designated place;
3. Assigned, or in receipt of a PCS order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated incident to the home port change;
4. In receipt of a PCS order to a unit with a promulgated home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;
5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. U5355). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness;

6. Assigned to ITDY, or TDY pending further orders;
7. Assigned to a Professional Military Education or training course that is scheduled for a duration of not to exceed one year; or
8. Directed (with dependent) to reside in GOV'T QTRS in a high cost area which is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS. *A personal election of either a member or primary dependent is not a consideration.*

D. Rates Applicable. *NOTE: In par. U8016-D, the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. U5160.* The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction. If the primary dependent does not relocate, authority for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authority was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

U8018 ACQUIRED DEPENDENT

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), a CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. U8016, a member assigned at a CONUS PDS may request a CONUS COLA based on the dependent's location through the Secretarial Process, or
2. Dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS. A dependent may visit the member at the PDS without changes to the CONUS COLA allowance. However, when the visit exceeds 90 days, it is no longer a visit but is permanent residence change. The CONUS COLA is changed to be based on the member's PDS location. If the dependent subsequently departs the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

C. Decision Logic Table

CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT				
Table U8-1				
R U L E	Member Assigned	Dependents Located	Dependent Located at or Near the PDS	Then
1	OCONUS	In CONUS	No	Start CONUS COLA at the with-dependent rate based on the dependent's location, as of the date acquired.
2	In CONUS	In CONUS	Yes	Change CONUS COLA to the with-dependent rate based on the PDS as of the date acquired.
3			No	Change CONUS COLA to the with-dependent rate based on the member's PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent's location, as of the date acquired.

U8020 THE GOV'T DEFERS DEPENDENT TRAVEL

A. General. When the GOV'T defers dependent's travel at the GOV'T's expense to a member's new OCONUS PDS pending housing availability, CONUS COLA continues to be paid at the old PDS rate until the day before the member arrives at the new OCONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. When the GOV'T defers a dependent's travel at the GOV'T's expense to a member's new CONUS PDS pending housing availability, CONUS COLA may continue to be paid at the old PDS rate until the day before the member arrives at the new CONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. In cases in which the Secretarial Process previously authorized a CONUS COLA based on the dependent's location, that rate continues. Obtaining housing is the decision key for authority for dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS. CONUS COLA payment based on the primary dependent's location or old PDS continues for up to 60 days after dependent travel is authorized. If the 60-day time period expires, and the dependent has not arrived at the member's PDS, and an extension to the 60-day period or a waiver has not been granted through the Secretarial Process, the CONUS COLA for the dependent's location terminates and the member is authorized a CONUS COLA for the PDS location.

C. Decision Logic Table

1. Table U8-2

CHANGES WHEN THE GOVERNMENT DEFERS DEPENDENT'S TRAVEL TO AN OCONUS PDS				
Table U8-2				
R U L E	Expected Travel Delay	Dependent Relocated at GOV'T Expense	Dependent Arrives within 60 Days of Travel Authority	Then
1	More Than 60 Days but Less Than 20 Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA the day before the primary dependent's arrives at the new PDS
			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA as of day 61.
3	20 or More Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA the day before the primary dependent arrives at the new PDS.
			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA as of day 61.
5	20 or More Weeks	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop the CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
			No	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel Stop CONUS COLA as of day 61.
6				

2. Table U8-3

CHANGES WHEN THE GOVERNMENT DEFERS DEPENDENT'S TRAVEL TO A CONUS PDS					
Table U8-3					
RULE	Expected Travel Delay	Dependent Relocated at GOV'T Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Depn's Location Authorized/ Approved by Secretarial Process?	Then
1	The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
2			No		Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the new PDS as of day 61.
3			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS on the mbr's arrival date.
4	The Old PDS is in the U.S. and Expected Delay is 20 or More Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
5	Or the Old PDS is Outside the U.S.		No	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the PDS as of day 61.
6			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS as of the mbr's arrival date.
7		Yes	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
					Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS.
8		Yes	No		Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Stop CONUS COLA as of day 61 after travel is authorized to begin.
					Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61.
9			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start COLA based on the new PDS as the member's arrival date.

U8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS

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

1. Retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.
2. Relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authority begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the old PDS rate continues through the day before the day the rate applicable for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.
3. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for the member's direct PCS travel. CONUS COLA authority at the rate prescribed for the new PDS begins on the day the member reports at that station.
4. Establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

B. Decision Logic Tables

MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED TOUR			
Table U8-4			
RULE	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. U5160 for the member's PCS travel
1		dependents retain their permanent residence in the CONUS	If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS.
			If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid.
			If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS.
2	is assigned to an unaccompanied tour at an OCONUS PDS	dependents relocate their permanent residence from the CONUS to another location in the CONUS at GOV'T expense	If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.)
			If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day.
			If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location. Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
3		dependents relocate their permanent residence from OCONUS to the CONUS at GOV'T expense	If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
4		dependents relocate their permanent residence from the CONUS to an OCONUS location at GOV'T expense	If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS.
			If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.
5		dependents relocate their residence while the member is serving an unaccompanied tour at personal expense	The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authority for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process.
6	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour	dependents continue to reside at same location	The primary dependent's permanent residence location.
7	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer in the U.S.		The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authority for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS.
8	is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty	dependents are not OCONUS	Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate.

U8024 EARLY RETURN OF DEPENDENTS

A. Early Return at GOV'T Expense. When all of a member's dependents are returned from an OCONUS PDS at GOV'T expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS		
Table U8-5		
RULE	Dependents Returned from OCONUS PDS	Then
1	Return Is at GOV'T Expense	Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date.
2	Return Is <i>Not</i> at GOV'T Expense	No authority to pay CONUS COLA.

U8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order has been issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk in August to get settled before school starts in September.
2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS. A member may be authorized a CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are *routinely* authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing does not exist;
2. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.
3. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;
4. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;
5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. U5355). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for

purposes of improving mission capability and unit readiness.;

6. The member is assigned to indeterminate TDY, or TDY pending further orders; or

7. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination. In addition to the example situations in par. U8026-B1 through U8026-B7 above, the Secretary Concerned may determine that a member’s assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent’s location or the old PDS through the Secretarial Process. This decision may be kept at a higher level than those situations in pars. U8026-B1 through U8026-B7. *A personal election of either a member or dependent for residing separately is not a consideration.*

D. Rates Applicable

1. If the dependent relocates, the rate applicable to the dependent’s location starts on the date the primary dependent arrives at the new residence location.

2. If the dependent does not relocate, CONUS COLA is based on the primary dependent’s location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

1. Table U8-6

CHANGES WHEN A DEPENDENT TRAVELS IN ADVANCE OF THE MEMBER				
Table U8-6				
RULE	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	COLA for Dependent’s Location Authorized/Approved by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent’s location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for member’s PCS travel.
2			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel. Start OCONUS COLA based on the dependent’s location on the arrival date, or date specified by the authorizing/approving document, whichever is later.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel.
5	Old OCONUS PDS	New PDS In CONUS	Yes	Start CONUS COLA based on the primary dependent’s location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel.
6			No	Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. U5160 for the member’s PCS travel.
7		New OCONUS PDS	Yes/No	Table U10E-9.

2. Table U8-7

CHANGES WHEN A DEPENDENT TRAVELS AFTER THE MEMBER				
Table U8-7				
R U L E	Dependent Performs PCS Travel after the Member	New PDS Location	COLA for Dependent's Location Authorized/ Approved by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived.
2			No	Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.

U8028 MEMBER IN A MISSING STATUS

A. Member without Dependents. For a member without dependents carried in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive the CONUS COLA to which authorized upon entering the missing status. If the dependent relocate, pay CONUS COLA appropriate for the dependent's location.

U8030 MEMBER IN CONFINEMENT

A member in confinement who is authorized allowances is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

U8032 MEMBER IN NON-PAY STATUS

CONUS COLA authority may be continued for the same period and under the same conditions as authority to BAH when a member is in a non-pay status (par. U10420). Payment is made directly to the dependent and not to the member, when the member's BAH is paid directly to dependent.

U8034 AUTHORITY WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authority, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. Par. U8034 applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

U8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Member with Dependents

1. CONUS COLA Continuation at the Member's PDS. A member, whose dependent is evacuated and who was authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged,

unless the Secretarial Process issues a determination, under the provisions in par. U8016-B or U8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependent is residing at a designated place in the CONUS incident to an evacuation from an OCONUS location, the member is authorized CONUS COLA at the with-dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Member without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

U8038 RC MEMBER

A. General. An RC member is not authorized a CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or
2. In support of a contingency.

B. Location Rate

1. Called/Ordered to Active Duty for 140 or More Days. An RC member called/ordered to active duty for 140 or more days, is authorized CONUS COLA for the location of the place of primary residence beginning on the first active duty day. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. CONUS COLA authority at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the primary residence beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

C. Decision Logic Table

RC MEMBER				
Table U8-8				
R U L E	If member is (NOTES 1 and 2)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then
1	Called/Ordered to Active Duty for 140 or More Days	Yes	No	Start CONUS COLA based on the primary residence at the time called/ordered to active duty/active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
2			Yes	Start CONUS COLA based on the primary residence at the time called/ordered to active duty/active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS.
3		No	No	Start CONUS COLA based on the primary residence at the time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
4			Yes	Start CONUS COLA based on the primary residence at the time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
5	Called/Ordered to Active Duty for Less than 140 Days	No	No	No authority to pay CONUS COLA.
6			Yes	Start CONUS COLA based on the primary residence at time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.

NOTES:

1. A DoD or USCG retired member ordered to active duty is authorized the same CONUS COLA as an RC member.
2. If an RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorizations. If the prospective new period is more than 140 days CONUS COLA based on the PDS would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the primary residence would stop the day before the modification/amendment and CONUS COLA for the PDS would begin on the modification date.

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CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

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PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

U9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed dependents' travel from an OCONUS PDS under par. U10412 also authorizes COLA continuation for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. U9170. *Par. U9220 applies whether the member's new PDS is in CONUS or OCONUS.*

B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN). The ship's home port is the member's PDS for station allowances.

1. When a Member Reports to the Home Port before Reporting on Board. When a member is assigned to a two-crew nuclear submarine (SSBN) and reports to the ship's home port before reporting aboard because the ship is deployed, the member is authorized station allowances IAW pars. U2200-C3 and U4102-I ([57 Comp. Gen. 178 \(1977\)](#)).

2. Member without Dependents Ordered to TDY at Home Port. Par. U9200-B2 applies only to COLA ([53 Comp. Gen. 535 \(1974\)](#)). COLA is authorized for a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS home port.

C. Fractional COLA for Member-without-Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port, is authorized a fractional COLA as prescribed in par. U9125, when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals ([54 Comp. Gen. 333 \(1974\)](#)).

U9205 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY

A. General. A member with dependents is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location when the dependents relocate ICW the PCS, or based on the old PDS when they do not relocate, if authorized by the same level of Secretarial approval as required for approval of their travel. Station allowances payment for the dependents' location begins on the day dependents arrive at that location.

1. Unaccompanied Tour. A member with dependents serving an unaccompanied tour who leaves dependents at the current location or moves them under the conditions in:

a. Par. U5222-C4b to a designated place in a non-foreign OCONUS area, or

b. Par U5222-C4c to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour, and

2. Unusually Arduous Sea Duty. A member with dependents assigned to unusually arduous sea duty who moves dependents under:

a. Par. U5222-D1b to a designated place in a non-foreign OCONUS area, or

b. Par. U5222-D1c to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unusually arduous sea tour, or

c. Par. U5222-D1d to an OCONUS location justified under unusual conditions or circumstances.

B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for

the dependents location if the dependents are approved to reside there through the Secretarial Process (par. U5222-D1).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate ICW a member's transfer between consecutive unaccompanied tours/unusually arduous sea duty PCS assignments, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. U9205-B.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing at/in the member's PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. U9205-B if the dependents move to a designated place, or under par. U9215 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at GOV'T expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' arrival date there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. U5222-D4), COLA and TLA under par. U9205 terminates as provided in par. U9105-B.

G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a member is authorized station allowances for dependents under par. U9205, the member is also authorized COLA, and TLA, if any, prescribed for a member without dependents at the new PDS.

H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place (APP A) at personal expense, stop station allowances based on the old location the day before the dependents departed. *Station allowances are not authorized at another OCONUS location to which the dependents relocate at personal expense since this location is not a designated place.*

U9210 STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. Cost-of-Living Allowance when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at/in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member-married-to-member E-5 and below serving on sea duty, par. U9115-A9. *In no case is a spouse, who also is a member on active duty, a dependent for allowance purposes.*

U9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

NOTE: TLA is not payable incident to an evacuation.

A. A Member with Command-sponsored Dependents

1. Cost-of-Living Allowance. COLA at the with-dependents rate is terminated (Par. U9105-B) effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for COLA.

2. COLA at Designated Place. A member is authorized COLA at the with-dependents rate for the designated place location beginning the day after per diem terminates (Par. U9105-B) when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

B. A Member with Non-command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

U9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE MEMBER TRAVELS

A. Advance Travel. When dependents are command-sponsored and authorized to travel before the member and arrive at the new OCONUS PDS before the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance changes based on the advance arrival at the OCONUS PDS can be made under par. U10412. If advance travel of dependents has been authorized/approved by the selected process, COLA payment is also authorized/approved, without separate action based on the number of dependents at the new PDS. TLA for dependents may be authorized/approved under the same conditions for initial assignment under par. U9160.

B. Delayed Travel. When dependents are authorized (or required) to travel after the member and arrive at the new OCONUS PDS after the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation based on delayed dependents' travel from an (the old) OCONUS PDS under par. U10412 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. U9170-D. ***Par. U9220 applies whether the member's new PDS is in CONUS or OCONUS.***

C. Assigned to GOV'T QTRS. When dependents are assigned to GOV'T QTRS ICW advance arrival at a member's OCONUS PDS or during delayed departure from a member's OCONUS PDS, a Secretarial decision (by either the Secretary Concerned or the Secretarial Process at Service discretion) to pay/continue station allowances payment is made at the same approval level as designated for housing allowance approvals. When dependents are residing in GOV'T QTRS, no specific housing allowance authorization/approval is required since a housing allowance in such case is not authorized.

NOTE 1: Prior to a change to 37 USC §405 authorized by the FY06 NDAA, station allowances for a member's dependents located at an OCONUS location could be authorized only for a member assigned at an OCONUS PDS. The FY06 NDAA changed 37 USC §405 by adding a new section (e) titled "Payment of allowances based on overseas location of dependents." The new section permits Secretarial authorization/approval for station allowances payment based on dependents' OCONUS location, even if the member is assigned inside CONUS.

NOTE 2: A member may be authorized dual COLA at the with-dependent rate based on the dependent's location and the without-dependent rate at the member's PDS if dependents are command sponsored and authorized/approved for advance or delayed travel thru the Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) process pars. U9105-A, U9130-A, U9205-G, U10412-B and U10412-C.

***U9225 STATION ALLOWANCES FOR FOREIGN-BORN DEPENDENTS EARLY RETURNED**

A member, whose foreign-born dependents are authorized early return travel to the native country under par. U5900, is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location. Station allowances payment on behalf of the dependents' location begins on the day dependents arrive at that location. DoDI 1315.18, Procedures for Military Personnel Assignments, par. E4.7. at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.

PART D: GOV'T QTRS

U10300 GENERAL

A housing allowance, other than BAH-Partial or BAH-Diff, is not authorized for a member who is assigned to GOV'T QTRS appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents.

U10302 RESPONSIBILITY FOR ASSIGNMENT OR ASSIGNMENT TERMINATION

A. Assignment to GOV'T QTRS. The Commander responsible for the GOV'T QTRS has the authority to assign and terminate those QTRS. The commander also determines when QTRS are "adequate" and "suitable" for assignment based on appropriate directives. GOV'T QTRS or housing facilities under the Uniformed Services' control are considered to be assigned, suitable, and adequate whenever occupied by a member at the PDS without rental charges payment. This includes QTRS furnished a member without charge:

1. By an organization or institution on behalf of the U.S.
2. By a foreign government for the member's official use.
3. When jointly assigned to one or more members without dependents.

***NOTE 1:** A member is still considered to be assigned to GOV'T QTRS when the member voluntarily vacates assigned QTRS without the installation commander's approval. A member in pay grade E-7 and above, without dependents, may elect not to occupy assigned QTRS unless denied permission by the Secretary concerned (par. U10400).*

***NOTE 2:** Effective 15 April 2003, a member married to another member who is stationed at the same or adjacent installations that enable both members to reside in GOV'T family QTRS assigned to one of the members, are both considered to be assigned GOV'T QTRS. However, if there is a separation agreement, pending divorce, or martial discord that requires one member to obtain alternative non-GOV'T housing, the member not occupying family QTRS must obtain a non-assignment statement from the installation housing officer to be authorized a housing allowance.*

B. QTRS Assignment Date for Housing Allowance. A housing allowance continues to accrue through the day before the date a member is assigned GOV'T QTRS or begins to occupy GOV'T QTRS at the PDS.

C. QTRS Termination Date for Housing Allowance. Housing Allowance accrues from the date the assignment to GOV'T QTRS is terminated or the date that QTRS are vacated as indicated in Tables U10A-1, U10C-1, U10E-1, and U10E-2.

U10304 RENTAL QTRS AT A SERVICE ACADEMY

A member is authorized BAH while renting QTRS in a hotel on the grounds of a Service Academy.

U10306 GOV'T QTRS ASSIGNED OR OCCUPIED

A. GOV'T QTRS Adequacy. The Commander responsible for the GOV'T QTRS determines their adequacy and appropriateness for assignment.

B. QTRS Not Designated as Family-Type QTRS. A member who is neither assigned to nor occupies GOV'T QTRS is authorized a housing allowance for dependents even though the dependents occupy GOV'T QTRS not designated as family-type QTRS. Examples of such QTRS are:

1. Dormitory QTRS occupied by a member's child at a school for dependents of military personnel.

2. A hospital room occupied by a dependent under the Dependents' Medical Care Act (PL 84-569, 70 Stat 250). However, a member is not authorized a housing allowance when a sole dependent is hospitalized in a GOV'T or civilian hospital under the Dependents' Medical Care Act and the member is assigned to and occupies GOV'T QTRS (even though private QTRS are maintained and occasionally occupied).

3. Off base housing, non-GOV'T QTRS, occupied by member's civilian spouse incident to employment overseas with DODEA as a schoolteacher. ***NOTE: The member must be separated from the spouse by competent orders.***

C. QTRS Furnished on Behalf of the U.S. A member is not authorized a housing allowance for dependents if the member and dependents are furnished adequate family-type QTRS for the U.S. without rental charge. Examples of such family-type QTRS are:

1. QTRS furnished a member in an official capacity by a foreign government.
2. QTRS furnished by a state, county, municipal, or privately owned hospital to an officer serving on active duty as an intern or resident physician.
3. QTRS furnished by a college, university, or research facility as part of a fellowship, scholarship, or grant.

D. QTRS Occupied by Dependents. A member furnished single-type QTRS is not authorized a housing allowance for:

1. A spouse who is a sole dependent and who is furnished QTRS-in-kind as a civilian employee at a GOV'T hospital.
2. A spouse who is a sole dependent and who is furnished GOV'T QTRS while serving with the American Red Cross overseas.
3. A sole dependent who is a student nurse in training at a GOV'T hospital. However, a housing allowance is payable on behalf of a dependent who is a student nurse in training at a civilian hospital.
4. A civilian spouse who is a sole dependent and who is furnished GOV'T QTRS while assigned overseas with DODEA as a schoolteacher.
5. Dependents evacuated from a danger area, who occupy GOV'T housing facilities at a safe haven. Par. U10306-G for an exception when the member must continue to pay for private-sector housing.
6. Any dependent(s), if one or more of the member's dependents occupy the QTRS with the member on a permanent basis (i.e., for more than 90 days) unless other dependents are precluded by a competent order from residing with the member.

E. Rental QTRS (Other Than Inadequate QTRS). A member and dependents who occupy the following facilities on a rental basis are authorized a housing allowance. Par. U10000-E for definition of the rental charge.

1. Any housing facilities, including trailers, under the GOV'T's jurisdiction other than GOV'T QTRS constructed or designated for occupancy without charge. The member may sublease such QTRS to a temporary sublessee with or without charge and neither the lessor nor a uniformed member sublessee lose the right to a housing allowance.
2. A hotel on the grounds of a Service Academy.
3. QTRS furnished a member ICW service in a capacity other than that of a member.

F. QTRS at Safe Haven Temporarily Occupied by Dependents. A member is authorized a housing allowance for dependents when:

1. The member's dependent(s) occupies GOV'T-provided housing at a safe haven area after emergency evacuation from private-sector housing at the PDS; and
2. Due to conditions beyond the member's control, member is required to continue rent payment for the private-sector housing to keep the furnishings and belongings in the private-sector housing and to have housing available upon the dependents' return.

This authorization continues until such time as a dependent(s) is authorized to return to member's PDS or the dependent(s) arrives at a designated place as contemplated by par. U5240-A.

G. Lease on Private-sector Rental/Leased QTRS. Effective 8 December 1997, when a member makes a local move from private-sector rented/leased housing to GOV'T housing, a housing allowance is not payable for the remainder of the lease on the private-sector housing even though the member is required to honor the lease.

H. Limitation on QTRS Occupied by Member. Effective 20 April 20 1999, when adequate QTRS are not furnished for a member's dependents, the member may not occupy, either at the permanent or TDY station, GOV'T QTRS which exceed the minimum standards for the member's grade without dependents without affecting the authorization for BAH or OHA unless:

1. These QTRS are the only QTRS available, and
2. The QTRS are not suitable for joint occupancy; or
3. If suitable for joint occupancy, the QTRS are jointly occupied with other members permanently assigned to the PDS.

*I. QTRS Occupied during Special Duty Assignment. Effective 20 April 1999, a member not accompanied by dependents and serving in a foreign OCONUS location in a duty assignment having official or diplomatic responsibilities involving officials of foreign governments, may be assigned to QTRS that exceed the minimum standards for the member's grade without dependents, without affecting the member's authorization for BAH or OHA. The local Commander or major unit commander is the appropriate authority to decide whether an assignment entails "official or diplomatic" responsibilities involving officials of foreign governments. However, such QTRS must not be available on a continuing basis for single occupancy, if they are adequate for assignment as family housing to members of similar grade (DOHA Claims Case No. 9804021, 15 May 1998).

J. Additional Room Assigned to Chaplain. Assignment of an additional room to a chaplain for spiritual purposes does not affect the member's authorization for BAH or OHA. The room must be used for official duties and not as living QTRS.

U10308 QTRS DESIGNATED AS INADEQUATE

A. Housing Allowance Authorization. A member with dependents may be assigned QTRS designated as inadequate on a rental basis without loss of BAH or OHA. This does not apply to bachelor officer QTRS, visiting officer QTRS, guest houses, and similar type facilities, or to assigned QTRS undergoing ordinary repairs. An order stating that QTRS were inadequate while repairs were being made cannot serve to authorize BAH or OHA during the period involved.

B. Effect of Subleasing Inadequate QTRS. The member may share the QTRS with others or permit occupancy by others while on leave. The member may also sublet the QTRS on a rental basis without loss of BAH or OHA, the amount of rent being immaterial.

C. Rental Charge for Inadequate (Sub-standard) QTRS. The authority controlling the inadequate (sub-standard) QTRS establishes the procedures for collecting rent from the member at the QTRS' fair rental value. The rental charge for the QTRS must be the QTRS' fair rental value, NTE 75 percent of the member's with-dependents BAH or OHA rate per 10 USC §2830. The rental charge is independent of the amount and type of BAH or OHA being

paid to the member. Par. U10308-G for assignment of inadequate QTRS to member-married-to-member couples. *A member's receipt of BAH-DIFF does not affect the rental charge.*

D. Effective Date of BAH/OHA and Rental Charge. BAH or OHA and rental charge begin on the date of the member's assignment to such QTRS or on the date the determination of inadequacy is effective, whichever is later.

E. Computation of BAH/OHA and Rental Charge. BAH or OHA and the rental charge are computed on a 30-day month basis and prorated at one thirtieth of the monthly rate for each day inadequate QTRS are assigned. BAH or OHA is not paid for, nor is rent charged, for the 31st day of a month. Pay 3 days' BAH or OHA and charge 3 days' rent when inadequate QTRS are assigned on the 28th of February. *Rent is not charged for the day the assignment is terminated; however, BAH or OHA accrues for the termination day.*

F. Inadequate QTRS Re-designated Adequate. Rental charges and BAH or OHA cease on the date rehabilitated inadequate QTRS are re-designated as adequate GOV'T QTRS. If a member's assignment was continued during the rehabilitation period, the adequacy re-designation is effective as of the first day of the month following the month in which the rehabilitation was completed.

G. Husband and Wife Each Authorized BAH/OHA. When a husband and wife are both members who jointly occupy inadequate family QTRS on a rental basis, use Table U10C-1 to determine their respective BAH or OHA authorizations. The rental charge for the QTRS must be the assigned inadequate family-type QTRS' fair rental value, but must never exceed 75 percent of the with-dependents BAH or OHA rate which would be payable to a member of the same grade and rank as the member under whose eligibility the QTRS are assigned. The BAH or OHA paid to the respective members does not affect the rent amount charged, even if a member is receiving BAH or OHA at the with-dependents rate. BAH or OHA is collected IAW Service regulations. For inter-Service marriages, the rental charge is collected IAW the regulations of the Service furnishing the QTRS.

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 PCS order, but before member travel.

ALTERNATE PLACE. A CONUS or non-foreign OCONUS place authorized/approved by the Secretarial Process to which a dependent is authorized to move at GOV'T expense in conjunction with an ITDY.

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 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](#).

*Common-Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. 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.” (DoDFMR, Vol. 7B, Glossary)

For dependency determinations, see Service PoC listed in JFTR, par. U10104-G3.

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>

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 order.

EFFECTIVE DATE OF PCS ORDER. *PCS 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 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 order effective date but before entering an IPCOT may be shipped when par. U5370-11b or U5370-12 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 A2) 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 order effective date, except:
 - a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS 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. [DTR 4500.9-R, 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 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 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. ***Curtailed 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 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 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 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 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 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 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.

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.

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 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 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 ORDER. 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.*

SPARE PARTS FOR A POV. POV, SPARE PARTS.

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 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 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 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.

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
*APP	*Appendix
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
BCA	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

<u>Acronym</u>	<u>Meaning</u>
DTMO	Defense Travel Management Office
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)

<u>Acronym</u>	<u>Meaning</u>
LPS	Living Pattern Survey (<i>U</i>)
LWOP	Leave Without Pay (<i>C</i>)
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 (<i>C</i>)
MHA	Military Housing Area (<i>U</i>)
MIA	Missing in Action
MIHA	Move-in Housing Allowance (<i>U</i>)
MILAIR	Military Aircraft
MSC	Military Sealift Command (<i>C</i>)
NIST	National Institute of Standards and Technology (<i>C</i>)
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 (<i>U</i>)
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 (<i>U</i>)
PHS	Public Health Service (<i>Same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (<i>U</i>)
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 (<i>C</i>)
RC	Reserve Component
RDD	Required Delivery Date (<i>U</i>)
RIT	Relocation Income Tax (<i>C</i>)
RPDCI	Retail Price Data Collection Instrument (<i>U</i>)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (<i>C</i>)
SECDEF	Secretary of Defense
SES	Senior Executive Service (<i>C</i>)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (<i>C</i>)
SR&R	Special Rest and Recuperative Absence (<i>U</i>)
SROTC	Senior Reserve Officers' Training Corps

<u>Acronym</u>	<u>Meaning</u>
SSN	Social Security Number
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.

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. In this APP:

1. Except where differences are identified, the allowances and responsibilities 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; and
2. "Authorizing official" or "AO" means the individual who:
 - a. Controls the mission,
 - b. Authorizes the trip, and,
 - c. Controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP:

1. 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;
2. Covers individual:
 - a. travel for business,
 - b. travel for schoolhouse training,
 - c. deployment or personnel traveling together via no/limited reimbursement, and,
 - d. certain travel under special circumstances.
3. 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 APP, 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-B) 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)).

D. PCS Move Travel. *TDY, performed as part of a PCS move (i.e., TDY en route), is not paid through 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 the JFTR/JTR. 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 by location showing the lodging, meals and IE components are provided by the PDTATAC (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

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 the JFTR/JTR, 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. DTS 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 GOV'T funded travel, unless premium-class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:
 - (1) Medical reasons - JFTR, par. U2000-A2c/JTR, par. C2000-A2c, or
 - (2) Mission requirement - 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 on the way 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 (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (T4020-B9 for non-reimbursable expenses), 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" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the 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 should not vacate the seat if the GOV'T would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
- *9. Non-Reimbursable Expenses
- *a. General. The JFTR/JTR addresses “reimbursable” allowances funded by the GOV'T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV'T cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization or approval. Pars. T4020-B9b through T4020-B9d provide clarification.
- *b. Promotional Materials/Benefits
- * (1) A traveler on official business traveling at GOV'T expense AGENCY (APP A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
- * (2) 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. Examples include vendor-provided complimentary upgrades to rooms or transportation accommodations and upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.
- * (3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV'T property, and may only be accepted on the GOV'T's behalf.

*(4) 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.

*c. Seat Relinquishing

*(1) Voluntarily. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

*(2) Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the GOV'T ([59 Comp. Gen. 203 \(1980\)](#)).

*d. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier. If the traveler intends to make a claim against the GOV'T for the loss, delay, or damage, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full. (31 USC §3721, The Personnel Claims Act, Public Law 88-558 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.)

10. Each traveler must be treated as honest, responsible customers, and must follow the rules in the JFTR/JTR. 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 addresses CTO/TMC use.

3. Failure to Follow Regulations. A command/unit is expected to take appropriate:

a. Disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO/TMC use (par. T4005).

b. 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 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 at a CTO/TMC, or
 - b. In-house travel offices.
2. All travel arrangements must be made IAW:
 - a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007 (<http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>);
 - b. DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services (<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 IAW 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 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, (<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 (<http://www.defensetravel.dod.mil>) and select 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 being to the GOV'T's advantage, 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 as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO-authorized transportation (e.g., commercial plane). In either case (to the GOV'T's advantage or not), 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

(YCA), not the capacity-controlled city-pair airfare (_CA), 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 cost estimate for lodging should include tax.

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) IAW par. U1045-C.

c. Civilian Employee

(1) A DoD 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, a DoD civilian employee should check for GOV'T QTRS availability, 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 and other considerations. Reduced per diem rates can be established only 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 order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an 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 rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging ($300\% \times \$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* ([47 Comp. Gen. 127 \(1967\)](#)) 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. [GSBICA 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. [GSBICA 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. [GSBICA 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 is 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' 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 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 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 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 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 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 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 for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees 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 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 uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases 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. 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 the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, 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 a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

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. *Regulations applicable to the Contract city-pair Program are found in [DTR 4500.9-R, Part I, Ch 103](#), pars. A2 and B2 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf).*

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 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 order. ***NOTE: Personnel traveling together under an order directing no/limited reimbursement may travel between any points en route, provided that the 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 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 order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which is recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the 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 order.

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and
2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. *JFTR/JTR contents do not apply to contractors or their employees at FEML locations.*

*C. Authorization Period. A location shown is 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). JFTR, par. U7207-I2 (uniformed member) and JTR, par. C7700- I2 (DoD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/regchgs.htm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<i>28 Feb 2010</i>
Algeria, Algiers	European	Frankfurt	<i>28 Feb 2009</i>
Angola, Luanda	European	Frankfurt	<i>28 Feb 2010</i>
Argentina, Buenos Aires	Southern	Miami	<i>30 Apr 2009</i>
Armenia, Yerevan	European	Frankfurt	<i>28 Feb 2010</i>
Australia			
Alice Springs	Pacific	Honolulu	31 Dec 2010
Learmouth (incl. Exmouth)	Pacific	Perth	31 Dec 2010
Azerbaijan, Baku	European	Washington, DC	<i>28 Feb 2010</i>
Bahrain, Manama	Central	Baltimore	31 Jul 2010
Bangladesh, Dhaka	Pacific	Honolulu	31 Dec 2010
Barbados, Bridgetown	Southern	Miami	<i>30 Apr 2009</i>
Belarus, Minsk	European	Frankfurt	<i>31 Jul 2009</i>
Belize, Belmopan	Southern	Miami	<i>30 Apr 2009</i>
Bolivia, La Paz	Southern	Miami	<i>30 Apr 2009</i>
Bosnia, Sarajevo	European	Frankfurt	<i>31 Jul 2009</i>
Botswana, Gaborone	European	Frankfurt	<i>31 Jul 2009</i>
Brazil			
Brasilia	Southern	Miami	<i>30 Apr 2009</i>
Rio de Janeiro	Southern	Miami	<i>30 Apr 2009</i>
Sao Paulo	Southern	Miami	<i>30 Apr 2009</i>
Bulgaria, Sofia	European	Frankfurt	<i>28 Feb 2010</i>
Burma (See Myanmar)			
Burundi, Bujumbura	European	Frankfurt	<i>30 Nov 2008</i>

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Cambodia, Phnom Penh	Pacific	Honolulu	31 Dec 2010
Cameroon, Yaounde	European	Frankfurt	<i>31 Jul 2009</i>
Chad, N'djamena	European	Frankfurt	<i>31 Jul 2009</i>
Chile, Santiago	Southern	Miami	<i>30 Apr 2009</i>
China, Beijing	Pacific	Honolulu	31 Dec 2010
Colombia, Bogota	Southern	Miami	<i>30 Apr 2009</i>
Costa Rica, San Jose	Southern	Miami	<i>30 Apr 2009</i>
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Washington, DC	<i>28 Feb 2010</i>
Croatia, Zagreb	European	Frankfurt	<i>28 Feb 2010</i>
Cuba			
Guantanamo Bay	Southern	Jacksonville	<i>30 Apr 2009</i>
Havana (for USCG uniformed members only)	USCG	Miami	<i>31 Jan 2010</i>
Cyprus, Nicosia	European	Frankfurt	<i>28 Feb 2010</i>
Democratic Republic of Congo, Kinshasa	European	Frankfurt	<i>31 Jul 2009</i>
Djibouti	Central	Baltimore	31 Jul 2010
Dominican Republic, Santo Domingo	Southern	Miami	<i>30 Apr 2009</i>
Ecuador, Quito	Southern	Miami	<i>30 Apr 2009</i>
Egypt, Cairo	Central	Baltimore	31 Jul 2010
El Salvador, San Salvador	Southern	Miami	<i>30 Apr 2009</i>
Estonia, Tallinn	European	Frankfurt	<i>31 Jul 2009</i>
Ethiopia, Addis Ababa	Central	Baltimore	31 Jul 2010
Fiji, Suva	Pacific	Honolulu	31 Dec 2010
Gabon, Libreville	European	Paris	<i>31 Jul 2009</i>
Georgia, Tbilisi	European	Frankfurt	<i>28 Feb 2010</i>
Ghana, Accra	European	Frankfurt	<i>28 Feb 2010</i>
Greece			
Athens	European	Frankfurt	<i>31 Jul 2009</i>
Larissa	European	Frankfurt	<i>28 Feb 2010</i>
Greenland, Thule 1/	European	Baltimore	<i>31 Oct 2008</i>
Guatemala, Guatemala City	Southern	Miami	<i>30 Apr 2009</i>
Guinea, Conakry	European	Paris/Frankfurt	<i>31 Jul 2009</i>
Guyana, Georgetown	Southern	Miami	<i>30 Apr 2009</i>
Haiti, Port au Prince	Southern	Miami	<i>30 Apr 2009</i>
Honduras, Tegucigalpa	Southern	Miami	<i>30 Apr 2009</i>
Hong Kong	Pacific	Los Angeles	31 Dec 2010
Iceland	European	Frankfurt	<i>30 Sep 2007</i>
India, New Delhi	Pacific	Honolulu	31 Dec 2010
Indonesia, Jakarta	Pacific	Honolulu	31 Dec 2010
Israel, Tel Aviv	European	Frankfurt	<i>28 Feb 2010</i>
Ivory Coast (See Cote D'Ivoire)			

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Jamaica, Kingston	Southern	Miami	30 Apr 2009
Jordan, Amman	Central	Baltimore	31 Jul 2010
Kazakhstan, Astana	Central	Baltimore	31 Jul 2010
Kenya, Nairobi	Central	Baltimore	31 Jul 2010
Kuwait	Central	Baltimore	31 Jul 2010
Kyrgyzstan, Bishkek	Central	Baltimore	31 Jul 2010
Laos, Vientiane	Joint POW/MIA	Honolulu	31 Oct 2006
Latvia, Riga	European	Frankfurt	31 Jul 2009
Lebanon, Beirut	Central	Baltimore	31 Jul 2010
*Liberia, Monrovia (eff 12 Sep 2008)	African	Baltimore	*12 Sep 2010
Libya, Tripoli	European	Frankfurt	31 Mar 2009
Lithuania, Vilnius	European	Frankfurt	31 Jul 2009
Macedonia, The Former Yugoslavia Republic of, Skopje	European	Frankfurt	31 Jul 2009
Madagascar, Antananarivo	Pacific	Frankfurt	31 Dec 2010
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Dec 2010
Mali, Bamako	European	Frankfurt	31 Jul 2009
Mauritania, Nouakchott	European	Frankfurt	31 Mar 2009
Mexico, Mexico City	Northern	San Antonio	31 Aug 2008
Moldova, Chisinau	European	Frankfurt	31 Jul 2009
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Dec 2010
Montenegro, Podgorica	European	Frankfurt	28 Feb 2010
Morocco, Rabat	European	Frankfurt	31 Jul 2009
Mozambique, Maputo	European	Frankfurt	28 Feb 2010
Myanmar, Rangoon	Pacific	Honolulu	31 Dec 2010
Namibia, Windhoek	European	Frankfurt	28 Feb 2010
Nepal, Katmandu	Pacific	Honolulu	31 Dec 2010
Nicaragua, Managua	Southern	Miami	30 Apr 2009
Niger, Niamey	European	Frankfurt	31 Jul 2009
Nigeria			
Abuja	European	Frankfurt	28 Feb 2010
Lagos	European	Frankfurt	28 Feb 2010
Oman, Muscat	Central	Baltimore	31 Jul 2010
Pakistan, Islamabad	Central	Baltimore	31 Jul 2010
Panama, Panama City	Southern	Miami	30 Apr 2009
Paraguay, Asuncion	Southern	Miami	30 Apr 2009
Peru, Lima	Southern	Miami	30 Apr 2009
Philippines, Manila	Pacific	Honolulu	31 Dec 2010
Poland, Warsaw	European	Washington, DC	28 Feb 2010
Qatar, Doha	Central	Baltimore	31 Jul 2010
Romania, Bucharest	European	Frankfurt	31 Jul 2009

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Russia, Moscow	European	Frankfurt	<i>31 Jul 2009</i>
Rwanda, Kigali	European	Frankfurt	<i>31 Jul 2009</i>
Saudi Arabia			
Dhahran	Central	Baltimore	31 Jul 2010
Jeddah	Central	Baltimore	31 Jul 2010
Jubail	Central	Baltimore	31 Jul 2010
Khamis	Central	Baltimore	31 Jul 2010
King Khalid Military City	Central	Baltimore	31 Jul 2010
Riyadh	Central	Baltimore	31 Jul 2010
Tabuk	Central	Baltimore	31 Jul 2010
Taif	Central	Baltimore	31 Jul 2010
Senegal, Dakar	European	Frankfurt	<i>31 Jul 2009</i>
Serbia, Belgrade	European	Frankfurt	<i>28 Feb 2010</i>
Singapore	Pacific	Honolulu	31 Dec 2010
South Africa, Pretoria	European	Frankfurt	<i>31 Jul 2009</i>
Sri Lanka, Colombo	Pacific	Frankfurt	31 Dec 2010
Suriname, Paramaribo	Southern	Miami	<i>30 Apr 2009</i>
Syria, Damascus	Central	Baltimore	31 Jul 2010
Taiwan, Taipei	Pacific	Sydney	31 Dec 2010
Tajikistan, Dushanbe	Central	Baltimore	31 Jul 2010
Tanzania, Dar Es Salaam	European	Baltimore	<i>28 Feb 2010</i>
Thailand, JUSMAGTHAI (eff. 21 Jan 09)			
Bangkok	Pacific	Honolulu	21 Jan 2011
Chiang Mai	Pacific	Honolulu	21 Jan 2011
Trinidad and Tobago, Port of Spain	Southern	Miami	<i>30 Apr 2009</i>
Tunisia, Tunis	European	Frankfurt	<i>31 Jul 2009</i>
Turkey, Ankara	European	Frankfurt	<i>31 Jul 2009</i>
Turkmenistan, Ashgabat	Central	Baltimore	31 Jul 2010
Uganda, Kampala	European	Frankfurt	<i>31 Jul 2009</i>
Ukraine, Kiev	European	Frankfurt	<i>31 Jul 2009</i>
United Arab Emirates, Abu Dhabi	Central	Baltimore	31 Jul 2010
Uruguay, Montevideo	Southern	Miami	<i>30 Apr 2009</i>
Uzbekistan, Tashkent	Central	Baltimore	31 Jul 2010
Venezuela, Caracas	Southern	Miami	<i>30 Apr 2009</i>
Vietnam, Hanoi	Pacific	Honolulu	31 Dec 2010
Yemen, Sanaa	Central	Baltimore	31 Jul 2010
Zambia, Lusaka	European	Frankfurt	<i>31 Jul 2009</i>
Zimbabwe, Harare	European	Frankfurt	<i>31 Jul 2009</i>

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.