JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)

Change 283 — 1 July 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 July 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: 12-08(E)/97-09; 08-10(I); 35-10(E); 43-10(I) through 52-10(I); 54-10(I); 56-10(I) through 58-10(I); and 61-10(I) through 63-10(I).

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

U1010-B7; U2146-A1; U4105-J; U4510-A2l; U5222-M2; U5222-M4; U7000; U7001; U7002; U7005; U7025; U7100; U7105; U7110; U7115; U7120; U7125; U7140; U7205-B; and U7305. Rewrites and reformats wording.

U1039-D. Removes misleading statement concerning receipts for DTS.

U4000, Item 4. Deletes commas in sentence on TDY justification to change meaning back to original.

U4149; U4150; U4151. Aligns and corrects erroneous wording.

U4605-B. Clarifies that the member is authorized PCS travel and transportation allowances to accompany the dependent to an alternate place from the old PDS ***only*** when authorized by the Secretarial Process.

U4770-C. Relocates chart.

U5310-A1; U5310-F; U5319; U5320-D2; U5320-D6; U5320-E; U5340-C; U5345-G3; U5350-A1; U5360-A; U5360-L; U5365-A; U5365-K; U5372-C1; U5390-A; U5390-B, Table, item 48; U5500-A; APP A1. Aligns references with Defense Personal Property System (DPS) methodology and simplifies HHG constructed cost.

U5417-E1. Corrects reference.

U7060. Rewrites and aligns wording.

U7350. Rewrites, reformats, and moves wording for Chapter 7, Part G to Chapter 7, Part L.

APP A4. Adds acronyms for ADT, GCC, and R&R.

APP G. Removes 'rental car GPS' from Personal Expenses.

APP S. Changes 'Combatant Command' to 'Command Region' and regional locations to acronyms.

APP U. Establishes U.S. African Command (AFRICOM) R&R Leave Program. Renames Command Region column to 'Combatant Command' and changes the regions to acronyms.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 283

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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Ch 6	Part B5	265	265	265	265	265	265	265	265	265	265	265	265
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PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

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

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

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

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

U1005 GENERAL

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

U1006 COMPLEMENTARY REGULATIONS

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

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be taken under each program or both under one program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.***,

2. Travel and other expenses for dependent education,

3. Home visitation between consecutive tours,

4. Dependent travel ICW TDY,

5. Dependent visitation,

6. Dependent care expenses connected with training of responsible dependents,

7. Dependent representational travel,

8. Removal of dependents and HHG,

9. Transportation of a POV.

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

U1007 COMPUTATION RULES

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

1. Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and PMR computations are rounded to the next highest dollar with the par. U1007-A2 provisions in force.

2. AEA computation is rounded up to the nearest dollar. For example, $29.25 = $30.00. The AEA must not exceed the approved maximum locality per diem rate percentage. ***When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate.*** For example, reduce an AEA M&IE of $76.50 to $76 as shown in par. U4265, Example 3.

3. PMR computation is rounded-up to the nearest dollar.

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

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

U1008 CHAPLAIN-LED PROGRAMS

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

U1010 IMPLEMENTATION

A. Allowance Regulations. ***The allowance regulations in JFTR require no further allowances implementation.***

When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR. DoDD 5154.29 requires that PDTATAC staff review all DoD written material that implements JFTR provisions to ensure per diem, travel and transportation, and other allowances are uniformly applied. Non-DoD Uniformed Services may submit their written material as desired. Par. U1000 for the applicable JFTR provisions which are subject to review by the PDTATAC staff. Written material in Word should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section, for review to:

1. Email address: pdtatac@dtmo.pentagon.mil; or

2. Fax: (703) 696-7890 (DSN 312-426-7890); or

3. Mail to:

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

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

1. Completion and submission of travel vouchers (Ch 2, Part F);

2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);

3. Order endorsements related to foreign flag carrier use (par. U3125-C3);

4. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U1500);

5. Procedures and conditions under which advance payments are authorized including those in:

   a. PDT: Ch 5, Parts B (par. U5104); C (par. U5204); D (par. U5319); E2 (par. U5479); F (par. U5560); G (par. U5600); and H (par. U5725) may be paid IAW par. U5020.

   b. Evacuation Allowances: Ch 6, Parts A and B (pars. U6001-F and U6050-F);

   c. Recruiting expenses (par. U7033);

   d. TLA (par. U9157);

   e. OHA (par. U10028) ***NOTE: Advance MIHA is not authorized***.

6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);

*7. Required documentation for personally procured transportation reimbursement or POC travel for dependents ICW a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-D);

8. Claims for personally procured HHG transportation (par. U5320-D);

9. Member financial responsibility (pars. U2010, U3015, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445,

U5474, and U5520);

10. Personal emergency determination (par. U7205-A);

11. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 5, Part R);

12. Currency loss/gain procedures for OHA (Service Regulations IAW par. U10028-D);

13. Command sponsorship criteria (APP A DEPENDENT, COMMAND SPONSORED definition);

14. Establishing children's dependency (APP A DEPENDENT definition),

15. CTO/TMC use policy (par. U3120) ;

16. Travel and transportation for a family member incident to the repatriation of a member held captive (par. U5258);

17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and

18. Order writing procedures for certain foreign uniformed personnel (Ch 7, Parts Z1 and Z2).

19. Dependent escort travel and transportation allowances (par. U5241-E).

U1015 EXPENDITURE AUTHORITY

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

U1020 REGULATION CHANGE EFFECTIVE DATE

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

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

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

U1030 TERMINOLOGY

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

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

The SECDEF may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary

determines are reasonable and necessary for the performance of school board duties by the member. ***Department of Defense Domestic Dependent School Directives. DDESS funds and issues necessary orders.***

Effective 15 May 2008
U1035 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM

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

U1039 DEFENSE TRAVEL SYSTEM (DTS)

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

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

1. Senior ROTC,

2. RC member travel for medical and dental care,

3. Retiree called to active duty,

4. A Ready RC member authorized a muster duty allowance, and

5. Active duty for training tours of 140 or more days at one location (except as noted in par. U2146) and active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW par. U7150-A4b(3)).

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

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

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.

2. Get information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in travel decisions.

3. Assure the traveler has access to a GTCC (the unit's or a CBA), if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.

4. Adhere to policies and procedures IAW these regulations, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW these regulations.

5. Review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

6. Permit a traveler to combine official travel with leave or personal travel. However, contract fare travel must not be used for personal travel (APP P, Part II, item 12). The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are paid by the GOV'T. A member is not authorized per diem on any day leave is charged. ***The AO is not to permit a TDY trip that is an excuse for personal travel.***

*D. Traveler's Responsibilities

*1. A traveler updates the trip record as soon as possible after personally making arrangements.

*2. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the order so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the IBA bills are received.

E. A Typical Business Trip

1. Before the Trip

a. Cost Estimate. A traveler should obtain a should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) rental car fees as determined by the DTS Reservation Module or directly from the CTO/TMC. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned reimbursable expenses. A traveler may ask the CTO/TMC to estimate the amount for using commercial transportation.

b. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a POC instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

c. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment if included. The resulting document is the Trip Record.

d. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial ticket information. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

e. Paying for Arranged Services and Obtaining Cash to Pay 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 be charged to a GTCC 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 GTCC.

2. During the Trip

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

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

3. After the Traveler Returns

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

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

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

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

e. Lost or Stolen Tickets. Par. U2515.

U1040 GAIN-SHARING PROGRAM

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

U1041 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION

Effective 1 January 2009 through 31 December 2012

Sec 533 of FY09 NDAA (P.L. 110-417) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs from calendar years 2009-2012. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as described in pars. U5125, U5225, U5360 and U5410-A3. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty (pars. U5000-B3, U5120-A, U5201-A2a, U5222-A1, U5345-A, U5345-B, U5410-A2). A member must return to active duty within 3 years of release but NLT 31 December 2015.

U1045 GOV'T QTRS USE/AVAILABILITY

A. QTRS Available. A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a

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

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

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

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

1. When a TDY/delay point is at other than a U.S. INSTALLATION;

2. When an AO determines that GOV'T QTRS use would adversely affect mission performance, except for:

   a. A member attending a service school at a uniformed service facility; and

   b. An officer in grades O-7 through O-10 who personally determines QTRS availability;

3. During all periods of en route travel;

4. For any TDY/delay of less than 24 hours at one location;

5. When travel is ICW a PCS:

   a. When per diem is payable under 'MALT-Plus' (par. U5105-B);

   b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T QTRS at a POE/POD; or

   c. To a ship/afloat staff with an OCONUS home port, and;

      (1) A member is accompanied by dependents authorized concurrent travel;

      (2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;

   and GOV'T QTRS are not available for the entire family; or

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

C. Order or Voucher

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

   a. Confirmation number provided by the Service's lodging registration process;

   b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or

   c. Member certification that GOV'T QTRS were not available on arrival.

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

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

U1050 CONFERENCE/TRAINING AT THE PDS

Registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be integral to the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS

GOV'T policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DoD component must ensure that not less than 90% of all official travelers who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet GOV'T requirements are listed on the U.S. Fire Administration's Internet site at ***http://www.usfa.fema.gov/hotel/index.htm***. Services are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated TMS (APP A1, TRAVEL MANAGEMENT SYSTEM (TMS)) whenever possible (5 USC §5707a).

U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR

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

U1060 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

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

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

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

PART B: ORDERS

U2100 GENERAL

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

Generally, a written order is not necessary when:

1. Travel is performed within the PDS limits or in the immediate vicinity of such station (local travel), and

2. It is known that the travel claim involves only reimbursement for commercial transportation or MALT for POC use authorized/approved as being to the GOV'Ts advantage.

If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

U2105 RETROACTIVE MODIFICATION AND AUTHORIZATION/APPROVAL

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

U2115 TRAVEL AND REIMBURSEMENT ORDER

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

B. Oral Order. An urgent or unusual situation may require that official travel begin or be performed 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. An oral order meets the requirement for a written order when it is:

1. Given in advance of travel,

2. Subsequently confirmed in writing giving the date of the oral order, and

3. Approved by competent authority.

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

U2135 ITINERARY VARIATION

A. Authorization/Approval. An order may include authorization/approval for itinerary variation to permit:

1. Omission of travel to places stated in the order,

2. Changes in the sequence of places to be visited,

3. Changes in the original specified time at a place stated in the order, and/or

4. Travel to additional places not shown in the order.

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

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN ORDER TYPES

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

1. When received by the member for travel performed by the member or dependents, or

2. When any transportation of HHG, mobile home or POV transportation is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.

NOTE: Par. U2105.

B. Blanket/Repeat TDY Order. A blanket/repeat TDY order (APP A1) does not expire upon the traveler's return to the PDS. It continues in effect until expiration by time limit contained in the order, by automatic cancellation upon PCS, end of fiscal year, or revocation. The following statements when applicable must be written into the blanket/repeat travel TDY order.

1. Identification as a "blanket/repeat TDY travel" order;

2. Authorization for the member to depart at such times and to travel to such locations/places within the specified geographic area, and with such frequency as the member deems necessary;

3. The specific geographic area (e.g., continents, countries, states, etc.) limitations;

4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat order cannot cross fiscal years);

5. The reason(s) making the blanket/repeat TDY order necessary;

6. Estimated TDY travel costs (transportation, per diem, and reimbursable expenses (APP G)) for the period indicated in the blanket/repeat TDY order;

7. Authorization for special conveyance use reimbursement when approved on a travel voucher as being to the GOV'T's advantage, if appropriate;

8. Excess accompanied baggage authorization, if necessary; and

9. Other conditions, limitations, and instructions as appropriate such as the use of GOV'T QTRS/dining facility/mess is required if available to the member (par. U1010).

NOTE 1: The blanket/repeat TDY order is not available in DTS.

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

***NOTE 3*: *NOTE 3* does not apply to the Coast Guard. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA must not be authorized as part of a blanket/ repeat order or used as blanket authority to authorize/approve automatic AEA for all travel to an area (par. U4215).**

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

U2145 TIME LIMITATIONS FOR TDY PERIODS (GENERAL)

A. 180-Day Time Limitation

1. Except when authorized under par. U2145-B, a TDY assignment at any one location is limited to 180 or fewer consecutive days (36 Comp. Gen. 757 (1957)).

2. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.

3. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to personnel:

a. Under a TDY order assigned to uniformed units deployed afloat as indicated in pars. U4102-J and U4102-M;

b. Assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or

c. TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/ extended instruction.

4. Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (APP A2 for PERMANENT DUTY STATION), except when the course is authorized as TDY under par. U2146-B.

B. TDY Period in Excess of 180 Consecutive Days

1. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)).

2. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.

3. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

a. Approve the order as written, or

b. Direct that the order be amended to:

(1) Terminate the duty thereby returning the member to the old station or assigning a new station,

(2) Change the assignment from TDY to a PCS, or

(3) Fix the period at 180 or fewer days from the reporting date at the TDY station.

4. Authorization/approval to exceed the 180-day TDY limitation is essential. ***If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November, 1976).***

5. If an RC member received a Secretarial waiver IAW par. U7150-A4, a second waiver is not required.

6. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary Concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Combatant commands. ***With the exception of the Army-unique NOTE below, there must be no re-delegation.***

NOTE: The appropriate authority for Army for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location for a Soldier assigned to a Warrior in Transition Unit (WTU) is the Service Compensation Chief who is a two-star flag officer or equivalent. A flag officer or equivalent from the medical command (i.e., U.S. Army Medical Command) must recommend the assignment for approval to the WTU to the Army Compensation Chief, who may then authorize/approve TDY assignments in excess of 180 consecutive days at any one location for the Soldier assigned to a WTU. The Army Compensation Chief authority must not be further re-delegated.

U2146 TIME LIMITATIONS FOR TDY PERIODS (COURSES OF INSTRUCTION)

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

*1. General. Course(s) of instruction at a school or INSTALLATION with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-C. If the scheduled course duration is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par. U2146-B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off ICW a holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, 17 June 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140

days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

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

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

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

1. The Secretary Concerned (without delegation) may authorize a designated course to be attended and completed in a TDY status rather than in a PCS status (***excluding initial entry courses***), scheduled for:

a. 20 or more weeks,

b. But not more than 180 days in length.

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

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

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

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

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CHAPTER 4

TEMPORARY DUTY TRAVEL

PART A: TDY TRAVEL

U4000 JUSTIFICATION

1. A TDY assignment may be authorized/approved only when necessary ICW official Uniformed Service activity or GOV'T business.

2. Travel must be planned and scheduled to accomplish multiple objectives whenever possible.

3. Procedures must be in place to evaluate TDY requests to ensure that the:

   a. Purpose is essential official business;

   b. Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing or other appropriate means;

   c. Duration is no longer than required; and

   d. Number of persons assigned is held to the minimum.

*4. TDY travel should not be authorized for secretaries or clerical personnel when such services are available at the TDY site unless essential for mission accomplishment.

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PART B: PER DIEM

U4100 GENERAL

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

NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the front gate location for the reservation, station or other established area. Refer to the U.S. Census Bureau website (http://quickfacts.census.gov/cgi-bin/qfd/lookup) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location (par. U2025).

U4101 WHEN IS PER DIEM AUTHORIZED

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

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

U4102 CIRCUMSTANCES IN WHICH PER DIEM IS NOT AUTHORIZED

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

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

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

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

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

diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent residence at the old PDS and was in temporary lodgings during the TDY. ***Exception:*** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment. This does not preclude per diem 'IE' payment IAW par. U1035 for a member hospitalized at the PDS.

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

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

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

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

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

J. TDY or Training Duty aboard a GOV'T Ship. A member is not authorized per diem for any TDY period or training duty aboard a GOV'T ship when both GOV'T QTRS and dining facility/mess are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the member's PDS and/or returns to the port at the PDS.*** The TDY training duty is unbroken when a member transfers between GOV'T ships at the same place and the transfer is made within a 10-hour period. When lodgings are required to be retained at the same or a prior TDY location, reimbursement for the lodgings cost is IAW par. U4135.

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

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

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

2. Member is participating in the operation advance planning or critique phase.

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

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

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

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

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

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

U4105 PER DIEM PAYABLE IN SPECIFIC CASES

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

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

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

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

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

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

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

F. Ordered to TDY while on Leave. ***Par. U4105-F applies only if the need for the TDY is unknown to the member prior to the member's departure on leave.*** If the TDY is known by the member before departure on leave, the member is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. ***City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun (APP P2).***

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

2. TDY at other than Leave Point

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

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY order at other than the leave point, is authorized:

(1) Transportation and per diem for travel from the:

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

(b) TDY station to the PDS.

(2) TDY allowances at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member directed to proceed to a new PDS upon TDY completion is authorized:

(1) PCS travel and transportation allowances for travel performed from the:

(a) Old PDS to the leave address or to the place at which the order was received, whichever

applies, NTE in either case the official distance from the old PDS to the new PDS; and

(b) Leave address or place at which the order is received, as applicable, to the TDY station; and

(c) TDY station to the new PDS.

(2) TDY allowances at the TDY location.

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

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

I. CONTINGENCY OPERATION Flat Rate Per Diem. The Secretary Concerned may authorize a CONTINGENCY OPERATION flat rate per diem for a member assigned TDY to a CONTINGENCY OPERATION for more than 180 consecutive days at one location. The CONTINGENCY OPERATION flat rate per diem is equal to 55% of the applicable maximum locality per diem rate. Retroactive application of this authority to an existing order dated prior to par. U4105-I effective date of 1 February 2008 violates par. U2105. Except to correct or to complete an order to show the original intent, an order must not be revoked or modified retroactively to create, deny, or change an allowance (24 Comp. Gen. 439 (1944)) (APP A1).

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

a. Retained lodging expenses during a member's authorized absence (pars. U7225 and U7226).

b. CONTINGENCY OPERATION flat rate per diem applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodgings-Plus' method, for that area applies.

c. Dual lodging (par. U4135).

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

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

a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or

b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or

c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.

d. Full locality per diem rate (and 'Lodgings-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

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

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

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

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

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

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

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

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

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

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

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

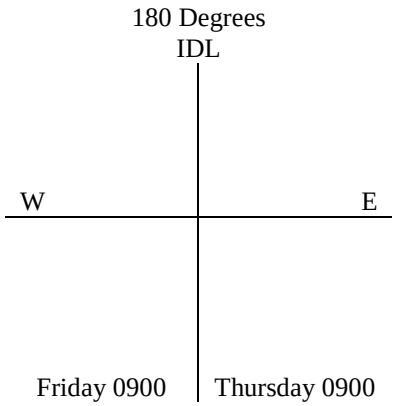
Pay the departure TDY day to the PDS - $45.75 ($61 x 75% = $45.75).

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

U4115 INTERNATIONAL DATELINE

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

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



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

Example 1
TDY Travel Involving IDL with a 'Lost' Day

The TDY location lodging cost is $135/night. The per diem rate is $225 ($135/ $90).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.

When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.

A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.

ITINERARY			
Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	75 % x $90 =	$67.50
19 August Thursday	NO PER DIEM	
20-24 Aug (Friday-Tuesday)	$135 + $90 = $225/day x 5 days =	$1,125.00
25 Aug Wednesday	$90 (M&IE) =	$90.00
25 Aug Wednesday	75 % x $90 =	$67.50
Total		**$1,350.00**

Example 2
TDY Travel Involving IDL without a 'Lost' Day

TDY location lodging cost is $140/night. The per diem rate is $218 ($146/ $72).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.

When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.

A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.

ITINERARY			
Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x $72 =		$54.00
19-24 Aug (Thursday-Tuesday)	$140 + $72 = $212/day x 6 days =		$1,272.00
25 Aug Wednesday	75 % x $72 =		$54.00
Total			**$1,380.00**

U4125 PER DIEM UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

Per diem computed under this Part is based on the 'Lodgings-Plus' computation method. The total daily per diem amount is NTE the applicable daily locality rate. Par. U2510 concerns receipts.

U4127 LODGING TAX UNDER 'LODGINGS-PLUS'

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

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

U4129 LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

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

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

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

D. Multiple Occupancy. For multiple occupancy, each official traveler is allowed the appropriate percentage (e.g., 2 occupants –each receive 50%; 3 occupants, each receive 33%) of the rate charged if a room is shared with another/other official traveler(s). ***NOTE: Multiple occupancy does not limit a traveler's lodging per diem ceiling***

eligibility. Ex: Two official travelers who share a room in a $100/night lodging area have $200 with which to pay for a room. Otherwise, the official traveler is allowed the single room rate. The official traveler must be provided the single room rate.

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

Example 1: A member (outpatient) and a DoD civilian employee (attendant), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DoD civilian employee possibly may be eligible for reimbursement of some lodging costs (JTR, par. C4555-B3).

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

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

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

U4131 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE REIMBURSEMENT WHILE TDY

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

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

1. Apartment, house, or recreational vehicle rent;

2. Parking space for the recreational vehicle rent;

3. Appropriate and necessary furniture rental, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

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

***NOTE 2*: A member who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. Adopted from GSBCA 16699-TRAV, 17 August 2005 (http://www.gsbca.gsa.gov/travel/u1669917.pdf)**.

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil and sewer charges;

5. Dumping fees;

6. Shower fees;

7. Maid fees and cleaning charges;

8. Monthly telephone use fees (***does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell phone fee may not be claimed. APP G for official communications.***);

9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and

10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

U4133 LODGING COST UNDER THE BARTER SYSTEM

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

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

A. Per Diem Basis. When the AO determines it is necessary for a traveler to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodging cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the member's per diem for TDY at that location (Location B) for that day.

B. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Considerations for dual lodging reimbursement include:

1. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control (60 Comp. Gen. 630 (1981));

2. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) (GSBCA 15321-TRAV 26 October 2000; GSBCA 15482-TRAV 18 October 2001); and

3. Practicality of checking out (B-257670, 10 January 1995).

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

D. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the

amount of per diem or AEA plus lodging tax that would have been paid had the traveler remained at Location A overnight. Receipts are required for dual lodging claims.

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

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

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

<table>
<tr><td colspan="4">Example 1
NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</td></tr>
<tr><td colspan="4">A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the Location A apartment while TDY in Location B and authorized/approved the $45/day Location A apartment cost as a reimbursable expense (APP G). The Location B lodging cost ($95/day) was used for computing the traveler's per diem while TDY in that location.</td></tr>
<tr><td colspan="4">Per Diem Rates for This Example</td></tr>
<tr><td>Location</td><td>Max Lodging</td><td>M&IE</td><td>Total</td></tr>
<tr><td>A</td><td>$130</td><td>$46</td><td>$176</td></tr>
<tr><td>B</td><td>$119</td><td>$46</td><td>$165</td></tr>
<tr><td colspan="4">Reimbursement for the Location A Apartment for 5 days</td></tr>
<tr><td colspan="2">Lodging Cost</td><td>Number of Days</td><td>Total</td></tr>
<tr><td colspan="2">$45</td><td>5</td><td>$225</td></tr>
<tr><td colspan="4">Per Diem for the TDY Assignment in Location B</td></tr>
<tr><td colspan="4">First Day
(Departure day from Location A and arrival day in Location B):</td></tr>
<tr><td colspan="2">Lodging</td><td>M&IE</td><td>Total</td></tr>
<tr><td colspan="2">$95</td><td>$46</td><td>$141
plus lodging tax (NOTE)</td></tr>
<tr><td colspan="4">Second thru Fifth Day
(Lodging cost + M&IE/day) x 4 days</td></tr>
<tr><td colspan="2">Lodging</td><td>M&IE</td><td>Total</td></tr>
<tr><td colspan="2">$95</td><td>$46</td><td>$141/day x 4 days = $564
plus lodging tax (NOTE)</td></tr>
<tr><td colspan="4">Return day to Location A
(Lodging cost + M&IE)</td></tr>
<tr><td colspan="2">Lodging</td><td>M&IE</td><td>Total</td></tr>
<tr><td colspan="2">$45</td><td>$46</td><td>$91</td></tr>
</table>

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

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

A. Purchased Residence. A member may purchase and occupy a residence at a TDY location. Allowable expenses are prorated based on the number of days in the month, rather than by the actual number of days the member occupied the residence (57 Comp. Gen. 147 (1977)), and include the monthly:

1. Mortgage interest;

2. Property tax; and

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

B. Limitation. ***In no case may the total lodgings per diem payable exceed the applicable TDY maximum locality lodgings ceiling unless an AEA (Ch 4, Part C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.***

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

U4139 COST FOR LODGINGS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

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

the single room rate.

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

If a traveler is 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. The CTO/TMC should be used to make these arrangements unless the CTO/TMC does not provide this service (pars. U4131, U4137, and U4141).

U4141 LODGINGS OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

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

This computation presumes that the member acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodgings at a daily rate. ***NOTE: This does not apply when a residence is purchased*** (par. U4137).

Example
1. A member is TDY at a location at which the per diem is $116 ($70/ $46).
2. The member obtains lodgings on a long-term basis and is paying $900 a month for an apartment and utilities.
3. The daily lodging cost per month is $30 ($900/30 days).
4. In June the member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be $45/day ($900/20). Since the $45/day lodging cost does not exceed the authorized $70 locality lodging ceiling, the member is reimbursed $45/day for 20 days of lodging in June.

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

U4143 LODGINGS AND/OR MEALS OBTAINED UNDER CONTRACT

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

U4145 PER DIEM COMPUTATION

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

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

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

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

U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS

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

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

C. Return Day. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem is based on the M&IE rate applicable to the preceding calendar day. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is based on the M&IE rate applicable to the preceding day (last TDY or authorized delay point). Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required. ***NOTE: For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodgings were required there.***

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	

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

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

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

*1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4149-D),

2. The GMR is directed,

3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

4. The member is not traveling.

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

*1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4149-D),

*2. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and

3. The member is not traveling.

*D. Member Directed to Procure Private Sector Lodgings off the U.S. Installation. When 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 is ***authorized the locality meal rate*** instead of the GMR or PMR and $5 IE. Just because GOV'T QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality meal rate to the GMR or PMR.

U4150 PER DIEM AND AEA ON A SINGLE TRIP

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

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

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

*B. GMR. The Standard GMR paid for Meals in a GOV'T dining facility/mess plus the appropriate IE rate is paid. This rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4151-E),

2. The GMR is directed,

3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

4. The member is not traveling.

*C. PMR. The PMR plus the IE rate is paid. The PMR applies each day that:

*1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4151-E),

2. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and

3. The member is not traveling.

D. OCONUS IE

*1. Except for USCG members and other members traveling under USCG funds, the OCONUS locality IE rate is the applicable rate, or $3.50 when the AO determines $3.50 to be adequate for anticipated expenses. ***Regardless of the location at which the member is lodged, the $3.50 must be stated on the travel order for it to be paid for travel beginning on or after 1 July 2009. The $3.50 IE rate does not apply on any day the member is traveling.***

*2. For USCG members and other members traveling on USCG funds, the OCONUS locality IE rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (***http://www.defensetravel.dod.mil/perdiem/pdrates.html***), or $3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (par. U4151-E) on that U.S. INSTALLATION. Two

exceptions are noted below. The AO may determine that $3.50 is:

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

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

*E. Member Directed to Procure Private Sector Lodgings off the U.S. Installation. When 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 QTRS are ***not available*** and is ***authorized the locality meal rate*** instead of the GMR or PMR plus the locality IE rate unless the $3.50 IE rate is authorized under par. U4151-D. Just because 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 M&IE to the GMR or PMR.

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

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

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

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

U4157 LODGING PER DIEM COMPUTATION

Lodging reimbursement while on TDY or at a delay point, is NTE the locality per diem lodging ceiling for the TDY or delay location. The lodging cost or the locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate. The total amount is NTE the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Ch 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply if par. U4129-G applies.

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

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

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

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

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

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day. Par. U4145-A.

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

U4163 ESSENTIAL UNIT MESSING (EUM)

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

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

2. The CONUS IE rate is $5, or the appropriate OCONUS IE rate, or $3.50 OCONUS when the AO determines $3.50 to be adequate for anticipated expenses. ***The $3.50 rate must be stated on the order for it to be paid.***

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

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

U4165 DEDUCTIBLE MEALS

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

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

1. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);

2. Included in a GOV'T-paid registration fee;

3. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;

4. Furnished by the GOV'T at no cost to a member (par. U4167);

5. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost $75 without breakfast; lodging cost $85 with breakfast); or

6. Provided by a lodging establishment when the meal(s) is/are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost). ***NOTE: A negotiated rate should fall either within the locality lodging rate, or if declared (APP R), within the conference lodging rate. If the negotiated rate exceeds the locality (or conference) lodging rate, an AEA lodging rate should be provided to cover the higher lodging rate that includes the meal(s).***

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

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

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

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may request substantiating documentation from the appropriate professional authority), and

2. Attempted, but was unable, to make, alternative meal arrangements for a substitute meal, and

3. Must purchase a meal that satisfies the medical requirements or religious beliefs.

4. Is unable to eat the deductible meal due to mission.

U4167 NON-DEDUCTIBLE MEALS

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

1. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing adequate subsistence to a member. ***NOTE: Par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***,

2. In-flight meals,

3. Rations furnished by the GOV'T on military aircraft,

4. GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess,

5. Meals furnished on commercial aircraft,

6. Meals provided by private individuals, or

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

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

U4169 LODGINGS REQUIRED ON THE DAY TRAVEL ENDS

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

U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. Pars. U4165-B5 and B6 when a charge for meals is added to the lodging cost.

U4173 PER DIEM COMPUTATION EXAMPLES

A. GMR. The GMR in the following examples is for illustrative purposes only (APP A for GMR).

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

C. Foreign Lodging Tax. The locality per diem lodging ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense (APP G).

D. Examples

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

Example 1
Per Diem Rate/POC TDY Mileage Computation

A traveler is authorized TDY from a PDS for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the order (par. U3305-B). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.

Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.

The maximum per diem rate for the TDY location is $116 ($70/ $46); actual lodging cost is $72/night. The 12-hour rule does not apply because the TDY period is over 12 hours.

AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

ITINERARY					
Date	**Depart**	**Arrive**	**Per Diem Rate**	**Lodging Cost**	**POC Distance**
10 May	Residence	1st Stopover	$116 ($70/ $46)	$60	400 miles
11 May	En Route	TDY Station	$116 ($70/ $46)	$72	15 miles
12 May	TDY Station	TDY Station	$116 ($70/ $46)	$72	
13 May	TDY Station	2nd Stopover	$118 ($72/ $46)	$60	365 miles
14 May	En Route	Residence	Use 2nd Stopover M&IE		50 miles

REIMBURSEMENT		
Day 1	$60 + ($46 x 75%) =	$ 94.50
Day 2	$72 = ($72 limited to $70) + $46 =	$116.00
Day 3	$72 = ($72 limited to $70) + $46 =	$116.00
Day 4	$60 + $46 =	$106.00
Day 5	$46 x 75% =	$ 34.50
1 round trip of 830 miles (official distance) x $0. 50/mile =		$415.00
Total Reimbursement		**$882.00**

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

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

A member is TDY to a U.S. INSTALLATION at which GOV'T lodging ($6/night) and dining facility/mess is available. The GMR is directed in the order. The AO approves the PMR on the 17th because breakfast was not available.

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the order (par. U3305-B).

The maximum per diem rate is $116 ($70/ $46). GMR (par. U4149-B) is $10.80 and the PMR (par. U4149-C) is $26 plus the CONUS $5 IE rate applies in this example.

NOTE: GOV'T dining facility/mess deductions are never made for arrival and departure days (par. U4147, item 1). The GMR and PMR rates used in this example are for illustrative purposes only –APP A for the current GMR.

ITINERARY			
Date	**Depart**	**Arrive**	**POC Distance**
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
REIMBURSEMENT			
15 March	$6 + ($46 x 75%) =		$40.50
16 March	$6 + $10.80 (GMR) + $5 (IE) =		$21.80
17 March	$6 + $26 (PMR) + $5 (IE) =		$37.00
18 March	$6 + $10.80 (GMR) + $5 (IE) =		$21.80
19 March	$46 x 75% =		$34.50
1 round trip of 650 miles (official distance) x $0. 50/mile =			$325.00
Total Reimbursement			**$480.60**

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

Example 3
Per Diem Rate – AOR Travel Computation

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

Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		$15 ($0/ $15) TDY Destination
	En route (no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	$15 ($0/ $15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	$15 ($0/ $15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	$15 ($0/ $15) TDY Destination
31 Jan	Dep TDY (AOR)	TP	--	$3.50 AOR to AOR
	En route (AOR to AOR)	TP	AT	
1 Feb	En route (exit AOR/lodging)	TP	AD	$190 ($126/ $64) Stopover Point
2 Feb	Arr Residence	PA	MC	$190 ($126/ $64) Preceding calendar day's M&IE rate

Reimbursement		
2 Jan	$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)	$11.25
3 Jan	$15/day x 1 day = (TDY destination M&IE, no lodging required)	$15.00
4 Jan	$15.00/day (TDY destination M&IE, lodging $0)	$15.00
5-30 Jan	$3.50/day x 26 days = (AOR M&IE, lodging $0)	$91.00
31 Jan	$3.50/day (En route AOR to AOR M&IE, lodging $0)	$3.50
1 Feb	$70 + $64 = $134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at $70)	$134.00
2 Feb	$64/day x 75% = (75% of preceding calendar day's M&IE rate)	$48.00
Reimbursement for per diem due member		**$317.75**

U4174 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For par. U4174, "extended TDY" means directed travel of 3 or more weeks.

2. A member on extended TDY (other than deployment) may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the member commutes daily to the PDS, on weekends or other non-workdays.

3. ***Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the member remained at the TDY location.***

4. ***Authorized return to the PDS or place of abode is not authorized for Coast Guard.***

B. Authorized Return

1. ***A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons and returns to the TDY location is not authorized reimbursement for transportation expenses*** (par. U4176).

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

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

C. Lodgings Retained at TDY Location.

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

2. Lodging Retained at TDY Location during Authorized Return. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;

b. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and

c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return.

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

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General

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

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

a. Per diem or AEA for the actual travel time ***(no per diem or AEA while at the PDS)*** to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or

b. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

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

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

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

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

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

1. Example 1

Example 1
Per Diem and POC TDY Mileage Computation

A traveler performed TDY (not at a U.S. INSTALLATION) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is $65/night. The maximum per diem rate is $119 ($73/ $46). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS (par. U4102-D).

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the order for one round trip (par. U3305-B).

The traveler is due $1, 458 (constructed cost since it is less than the actual cost for this example).

AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

ITINERARY			
Date	**Depart**	**Arrive**	**POC Distance**
23 June	PDS	TDY Station	325 miles
24-26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June-2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	$65 + ($46 x 75%) =		$99.50
24 to 26 June	$65 + $46 = $111/day x 3 days =		$333.00
27 June	$46 x 75% =		$34.50
28 June	Per diem is not payable at the PDS (par. U4102-D)		$0.00
29 June	$65 + ($46 x 75%) =		$99.50
30 June-2 July	$65 + $46 = $111/day x 3 days =		$333.00
3 July	$46 x 75% =		$34.50
2 round trips of 650 miles (official distance) = 1,300 miles x $0. 50/mile =			$650.00
Actual Cost Total			**$1,584.00**
Constructed Cost			
23 June	$65 + ($46 x 75%) =		$99.50
24 June-2 July	$65 + $46 = $111/day x 9 days =		$999.00
3 July	$46 x 75% =		$34.50
1 round trip of 650 miles (official distance) x $0. 50-/mile =			$325.00
Constructed Cost Total			**$1, 458.00**

2. Example 2

Example 2
Per Diem, GMR and POC TDY Mileage Computation

A member is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is $6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS (par. U4102-D). The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is $116 ($70/ $46). The GMR (par. U4149-B) is $10.80 plus $5 IE for this example.

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the order for one round trip (par. U3305-B).

The member is due $391.30 (constructed cost since it is less than the actual cost for this example).

NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only –APP A for the current GMR.

ITINERARY			
Date	**Depart**	**Arrive**	**POC Distance**
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$6 + ($46 x 75%) =		$40.50
10 July	$6 + $10.80 + $5 (IE) =		$21.80
11 July	$46 x 75% =		$34.50
12 July	Per diem is not payable at the PDS (par. U4102-D)		$0.00
13 July	$6 + ($46 x 75%) =		$40.50
14-15 July	$6 + $10.80 + $5 (IE) = $21.80/day x 2 days =		$43.60
16 July	$46 x 75% =		$34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x $0. 50/mile =			$370.00
Actual Cost Total			**$585.40**
Constructed Cost			
9 July	$6 + ($46 x 75%) =		$40.50
10-15 July	$6 + $10.80 + $5 (IE) = $21.80/days times 6 days =		$130.80
16 July	$46 x 75% =		$34.50
1 round trip of 370 miles (official distance) x $0. 50/mile =			$185.50
Constructed Cost Total			**$391.30**

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

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

Example 1: Member TDY from Location A to Location B (with a locality per diem rate of $173 ($122/ $51) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost $120/night plus a reimbursable expense for the 12% tax ($14.40) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays $145 plus a 13% tax ($18.85) per night for Location C lodging for Friday and Saturday. Even though the Location C locality per diem rate is $203 ($149/ $54), the member is limited to $122/night for lodging (and lodging tax on $122 – 12% of $122 ($14.64) and to $51/day for M&IE on Friday and Saturday. This is because the Location B locality diem rate is $173 ($122/ $51) and the member is being paid per

diem that would have been paid (max $122 for lodging + $51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to $14.64 per night (12% of $122). The member is reimbursed NTE $29.28 for lodging tax while in Location C. ***The member is not authorized any TDY mileage for driving between Locations B and C.***

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

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

U4177 NO PER DIEM OR A PER DIEM RATE IN A LESSER AMOUNT

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

U4179 PER DIEM RATE REVIEW

A. General. When a member, command or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

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

2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.

3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1PA, 2221 S. Clark Street, Crystal Plaza 6 Ste 500, Arlington, VA 22202-3745.

5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.

6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

8. Office of the Secretary of Defense and other DoD Components - Per Diem, Travel and Transportation Allowance Committee, ATTN: E&S Branch, 4601 North Fairfax Drive, Suite 800, Arlington, VA 22203-1546.

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

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

CONUS Locations	Non-Foreign OCONUS Locations	Foreign OCONUS Locations
General Services Administration Office of Governmentwide Policy Travel Management Policy (MTT) 1800 F Street NW, Room G-219 Washington, DC 20405-0001 Or Jill.denning@gsa.gov	**Per Diem, Travel and Transportation Allowance Committee (PDTATAC)** ATTN: Allowances Branch 4601 North Fairfax Drive Suite 800 Arlington, VA 22203-1546	**Department of State** Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103

U4181 PER DIEM AND AEA ON A SINGLE TRIP

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

U4183 QUICK REFERENCE TABLES - PER DIEM

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

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

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

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

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

Footnotes

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

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

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

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

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

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

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

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

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

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

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

11/ Reimbursement for GOV'T QTRS cost is NTE the maximum locality lodging ceiling.

PART F: OCCASIONAL MEALS AND QTRS

U4510 OCCASIONAL MEALS AND QTRS

A. General. A member is authorized reimbursement for meals and/or QTRS under par. U4510-B when the AO determines the member must execute one of the requirements in par. U4510-A1 ***and*** is in a status listed in par. U4510-A2.

1. Requirements

a. Procure QTRS from commercial, GOV'T or non-appropriated fund sources;

b. Use GOV'T QTRS and pay a service charge;

c. Retain QTRS at a prior TDY location when the retention is authorized/approved by appropriate authority; or

d. Procure meals from commercial or non-appropriated funds sources;

2. Status

a. Par. U4102-D: Within PDS limits only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement;

b. Par. U4102-E: TDY within the PDS local area (outside the PDS limits);

c. Par. U4102-F: Round trips within 12 hours;

d. Par. U4102-G: Members traveling together with no/limited reimbursement;

e. Pars. U4102-J, U4102-K, and U4102-M: TDY or training duty aboard a ship;

f. Par. U4102-L: Field duty;

g. Pars. U4102-O and U4102-P: A member and/or straggler separated from others traveling together under an authorization/order directing no/limited reimbursement travel;

h. Par. U4163: EUM;

i. Par. U5108-C: Transportation mode directed to first duty station upon enlistment, reenlistment or induction;

j. Par. U5120-D: PCS with TDY at a location near (but outside the limits of) the old or new PDS;

k. Par. U7025: Travel incident to application processing;

**l*. Par. U7125-E: Inpatient;

m. Par. U7150-A1: RC member travel; or

n. Par. U7150-E2g: Lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no GOV'T QTRS or dining facility/mess are available.

B. Computation

1. QTRS

a. The amount allowed is the member's QTRS cost NTE the maximum lodging amount within the per diem rate for the TDY locality.

b. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, the AO may authorize under par. U4210 reimbursement in greater amounts for the occasional QTRS cost.

c. When a member is required to procure/retain unoccupied QTRS or to procure/retain QTRS at more than one location on any calendar day, reimbursement for the cost of such QTRS is in par. U4135.

2. Meals. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no IE) as in pars. U4149-C or U4151-C1 based on the applicable per diem rate for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

PART G: ITDY TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL

U4600 GENERAL

A. Authority. This Part prescribes dependent travel and transportation allowances when the member is assigned to ITDY IAW 37 USC 406. ITDY travel by the member via the dependent alternate place may be authorized by the Secretarial Process ***only*** to assist in moving dependents from one location to another when the dependents have been or are being moved at Government expense.

B. Allowances. DLA is payable to a member under an ITDY order. Pars. U5620 and U5630-B16. Dependent transportation is authorized under this Part the same as for PCS. The MALT in par. U5105-B1 applies unless the dependent accompanies the member to the TDY location traveling in the same POC. If the dependent travels as a passenger, no MALT is payable for the dependent since the member receives TDY mileage. Par. U4755 for HHG transportation.

U4605 MEMBER ORDERED ON ITDY

A. General. ***Only the Service Headquarters can authorize/approve ITDY.*** When ITDY applies and the member's TDY order does not provide for return to the PDS and the TDY:

1. Is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or

2. Order does not specify or imply any limit to the period of absence from the PDS;

dependent travel and transportation allowances to an alternate place may be authorized at GOV'T expense IAW Agency/Service regulations.

B. Travel to/from the Old PDS, Alternate Place En Route to the ITDY Location. The member is authorized PCS travel and transportation allowances to accompany the dependent to the alternate place from the old PDS when authorized by the Secretarial Process under par. U4605-A. This authority, to relocate at GOV'T expense, exists ***only*** when the Secretarial Process determines that the member's presence is needed to assist the dependent(s) and not for personal convenience.

1. This may be accomplished while en route to the ITDY assignment, or as a separate PCS round trip between the old PDS and alternate place at GOV'T expense before departure on the ITDY assignment (B-199354, 1 July 1981).

2. Travel and transportation allowances are not authorized for travel performed prior to the official written ITDY notification IAW par. U2200-A. ***Round-trip transportation between the ITDY station and the alternate place at GOV'T expense to assist dependents in relocating is not authorized.***

C. Member's Return to the Old PDS or En Route to the New PDS. The member is authorized PCS travel and transportation allowances from the ITDY location via the alternate place to which dependents were moved at GOV'T expense, en route back to the old PDS, or to a new PDS. The authority exists only when the Secretarial Process determines it is necessary for the member to assist the dependent(s) in relocating to the PDS and not for personal convenience. ***Arranging a HHG/POV shipment is not an authorized reason***.

1. If the dependents were not relocated to an alternate place but remained at the PDS from which the member departed on ITDY, the member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS if a new PDS is named.

2. The member's PCS travel and transportation allowances between the ITDY location and alternate place or previous PDS at which the dependents are located is limited to the GOV'T's constructed cost and POC travel is

not ordinarily authorized to the alternate location or previous PDS from the ITDY location. For example, GOV'T or common carrier transportation mode and necessary travel time between the authorized points (par. U3010) is cost effective and time efficient to perform the official travel in most situations.

3. ***The authority does not apply when the member has reported to the new PDS on subsequent PCS travel order prior to accompany the dependent(s) from the alternate place or previous PDS where the dependents elected to remain at GOV'T expense***. The member is financially responsible for the travel and transportation expenses if performed (par. U2000-B).

D. Member's Return to the Old PDS. When:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or

2. Simply returns to the old PDS from ITDY,

after the dependent has been moved at GOV'T expense to the ITDY station or to alternate location; the member is authorized to travel via the alternate location to assist with dependent travel and transportation from the ITDY station or from the alternate location to the old PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependent is scheduled to, or actually does, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

U4610 DEPENDENT TRAVEL

A. Dependent Travel and Transportation to the Alternate Place. All travel and transportation authorized at GOV'T expense is to enable the dependent to establish permanent a residence during the member's ITDY assignment.

1. PDS and ITDY Stations Are Both in CONUS. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.

2. PDS and ITDY Stations Are Both OCONUS. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station. However, if determined to be in the GOV'T's best interest, the Secretarial Process may authorize dependent travel to an alternate CONUS location without any cost limitation.

3. PDS is in CONUS and the ITDY Station is OCONUS. Only the Secretarial Process may authorize/ approve dependents' travel and transportation at GOV'T expense in this situation. When authorized/approved, transportation may be authorized from the PDS to:

a. The ITDY station;

b. A CONUS location; or

c. A non-foreign OCONUS location ***if the non-foreign OCONUS location is the member's*** HOR, PLEAD or legal residence before entering active duty or was the spouse's legal resident at the time of marriage.

Travel must not be authorized/approved to a foreign OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependent is scheduled to, or actually does, arrive OCONUS.

4. PDS is OCONUS and the ITDY Station is in CONUS. The Secretarial Process may authorize/ approve dependent transportation at GOV'T expense to the ITDY station, or other alternate location, NTE the cost from the PDS to the ITDY station. Par. U4605-D.

B. PCS Order Received at the ITDY Station. When a dependent is moved at GOV'T expense to the ITDY station or other alternate location and the member receives a PCS order at the ITDY station, dependent travel and transportation allowances at GOV'T expense for travel performed to the new PDS must not exceed the cost from the ITDY station/alternate location to the new PDS.

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PART H: HHG SHIPMENT AND STORAGE UNDER A TDY ORDER

U4700 GENERAL

This Part prescribes TDY HHG transportation allowances. ***NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of the length of time in storage (as long as the member's order is and/or transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.*** For POV storage when a member is TDY on a contingency operation, Ch 5, Part E, Sec. II. For information about HHG authorized locations, Tables in par. U4780 for TDY and par. U5390 for PCS.

U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

Common carrier accompanied baggage limits may preclude a member from transporting necessary HHG items without cost. An AO or commanding officer may authorize/approve transportation of HHG required for the member's personal comfort and well-being while on TDY in addition to any UB being authorized. If required due to unusual circumstances, Service regulations may restrict what type(s) of HHG items may be shipped to a TDY location. For example, the Service could determine that shipment of motorcycles, boats, snowmobiles, and/or appliances is not appropriate due to local customs/laws of the TDY country or military necessity of the TDY mission. Any restriction must be stated on the TDY order.

U4710 BASIC ALLOWANCE

A. Shipments in Addition to Authorized TDY Weight Allowance. When TDY, the following may be transported in addition to the member's TDY weight allowances:

1. PBP&E (par. U5310-C), and

2. Required medical equipment (par. U5310-K).

B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported on a passenger transportation commercial ticket. They are the actual weights of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining net shipment weight for specific transportation modes, pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F. ***NOTE: The Secretary Concerned may authorize a higher weight allowance (NTE a total of 1,000 lbs. including the allowance listed below) of a member below pay grade O-7, but only on a case-by-case basis. The Secretary Concerned may increase the member's weight allowance (NTE the 1,000 total as noted) if the Secretary determines that failure to increase the member's TDY weight allowance would create a significant hardship to the member.***

TDY WEIGHT ALLOWANCE (POUNDS)			
Service and Grade 1/			
Army, Air Force, & Marine Corps	**Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps**	**Public Health Service**	**Weight Allowance**
Officer Personnel			
General/General of the Army	Admiral	N/A	2000 **2/**
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
Enlisted Personnel			
E-9	E-9	N/A	600 3/
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

1/ Includes a Regular member, a member of a Uniformed Service RC, and an officer holding a temporary commission in the Army/Air Force of the U.S.

2/ The Secretarial Process may authorize additional weight up to 2,000 lbs. (up to 4,000 lbs. total) for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps, who requires a TDY weight allowance of HHG, is authorized a weight allowance of 800 lbs. for a TDY order issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Shipment of Replacement Items. When an original TDY HHG shipment is destroyed or lost during transportation through no fault of the member, a replacement shipment, within the member's weight allowance, may be made at GOV'T expense (68 Comp. Gen. 143 (1988)).

U4715 LIMITATIONS

Under a TDY order, a temporary-to-permanent duty order, or a combination thereof, a member with an authorized/approved TDY HHG shipment may transport HHG within the TDY weight allowance between any points, if either the destination or origin (as applicable) is the TDY station, subject to the following cost limitations as applicable:

1. From PDS to TDY station;

2. Between TDY stations; or

3. From the last TDY station to the old PDS, or to the new PDS.

When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.

U4720 TRANSPORTATION METHODS

The transportation methods in par. U5320 apply.

U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION

A. Weight Allowance. A member's grade on the day travel begins determines the weight allowance.

B. Order Amended, Modified, Canceled or Revoked. The provisions in par. U5330-C apply.

C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected or otherwise separated from the member.

U4735 WHEN EXCESS CHARGES ARE INCURRED

HHG not authorized/approved for transportation or not within the member's TDY weight allowance must not be transported with authorized HHG. The member should arrange for separate transportation of such articles. When shipments include unauthorized articles that are later disclosed, the member bears the full cost of transporting them, to the extent that cost can be identified. If the cost of transporting these articles cannot be established, par. U5340.

U4740 CALLED (OR ORDERED) TO ACTIVE DUTY

For transportation allowances of a member called (or ordered) to initial active duty for training for less than 6 months, or called (or ordered) to active duty for less than 20 weeks, par. U5345-B2. For transportation allowances when a member is relieved from such active duty, par. U5360-E.

U4745 PCS WITH TDY EN ROUTE

Par. U5345-C1.

U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT

Under an order from a PDS to TDY without direction to return to the PDS, or to TDY for further assignment, a member's HHG within the PCS weight allowance may be:

1. Placed in NTS for the entire TDY period under par. U4770-C; or

2. Packed and moved from GOV'T QTRS to private-sector housing in the old PCS vicinity, if required to vacate the GOV'T QTRS.

U4755 ITDY

Under an order from the PDS to TDY for an indeterminate period of time, HHG transportation within the PCS weight allowance may be made to any combination of:

1. The TDY station, or

2. Any CONUS point, or

3. Other location authorized for dependent travel by the Secretarial Process, or

4. NTS under par. U4770-C,

if the Secretarial Process authorizes/approves. HHG placed in storage or shipped under par. U4755 may be transported to the member's PDS after TDY. Ch 4, Part G, for dependent transportation.

U4760 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP

A. General. An order from a PDS to TDY pending PCS to:

1. OCONUS, or

2. A ship,

authorizes allowances to a member as indicated in pars. U4760-B and U4760-C.

B. Ordered to a Ship. Under an order from a PDS to TDY pending a PCS assignment to a ship other than one described in par. U4760-C, transportation of the PCS HHG weight allowance may be made to any combination of:

1. The ship's home port;

2. From GOV'T QTRS to private-sector housing in the old PDS vicinity, if required to vacate GOV'T QTRS; and

3. NTS under par. U4770-C.

C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order from a PDS to TDY pending a PCS to an:

1. OCONUS assignment, or

2. Assignment to a unit (e.g., ship or afloat staff) specified in writing by the Secretarial Process as unusually arduous sea duty or contemplated to be operating OCONUS for a continuous period of 1 year or longer on the date the unit is so specified,

PCS HHG weight allowance transportation may be made to any combination of:

1. Any CONUS location the member specifies;

2. The OCONUS duty station; and

3. NTS under par. U4770-C.

U4765 TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP

A. General. An order from a PDS to TDY ICW building, fitting out, converting, or reactivating a ship that directs duty on board when commissioned, authorizes a member as indicated in pars. U4765-B and U4765-C.

B. Ordered to a Ship Not Specified as Unusually Arduous. Under an order to a ship other than one described in par. U4765-C, transportation of the PCS HHG weight allowance may be made to a combination of:

1. The ship's home port, and

2. NTS under par. U4770-C.

C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order to a ship which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or longer, transportation of the PCS HHG weight allowance may be made to a combination of:

1. Any CONUS location the member specifies, and

2. NTS under par. U4770-C.

U4770 HHG STORAGE ICW TDY/DEPLOYMENT

A. Storage in Transit (SIT)

1. SIT is authorized as part of HHG transportation (***par. U4700 NOTE)***.

2. HHG, within the TDY weight allowance, may be placed in SIT when:

a. On a PCS with TDY/deployment en route (par. U5345-C) (***NOTE below***); or

b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves the SIT as necessary based on the member's written statement that SIT is necessary for reasons beyond the member's control.

NOTE: When HHG are in SIT incident to a PCS and the member is TDY/deployed for 90 or more days/an indefinite period, par. U5375-B3 applies.

B. Special Storage

1. General

a. Special storage is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. ***NOTE*** in par. U4770-A when PCS is involved. It includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.

b. The Service-designated official authorizes/approves special storage under pars. U4770-B2 and U4770-B3.

c. The member's PCS weight allowance applies (par. U5310-B).

d. Par. U5380-B for storage facility selection.

2. TDY/Deployment for 90 or More Days/an Indefinite Period

a. A TDY/deployment order for 90 or more days/an indefinite period authorizes a member to special storage (not ICW a PCS shipment).

b. The Service designated official must authorize/approve special storage, except for a member who:

(1) Is authorized HOS allowances in par. U5365-A, and

(2) Has HHG in NTS under par. U5365-C when recalled to active duty (par. U5365-H).

3. TDY/Deployment of an RC Member Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

a. The Secretarial Process may authorize/approve special storage for an RC Member who is:

(1) Called/ordered to active duty under unusual/emergency circumstances or Service exigencies for other than training purposes, and

(2) Ordered to TDY or deployment.

b. The TDY/deployment can be for any length of time.

c. The TDY HHG weight allowance limitations in par. U5345-B2 for an RC member called/ordered to active duty for less than 20 weeks ***does not*** apply.

d. PCS weight allowances ***do*** apply (par. U5310-B).

C. Non-temporary Storage (NTS)

1. NTS while TDY is authorized only when a member is:

a. Ordered on a PCS:

(1) With TDY en route, or

(2) While on TDY, and

b. In the situations listed in the chart below.

*2. Authorized NTS begins on the day the order is issued and continues as long as any of the situations in the chart below exist.

SITUATION	**TERMINATION**
1. TDY without return to PDS or pending further assignment (par. U4750)	1. Departure day from the TDY station incident to an order assigning a new PDS
2. ITDY (par. U4755)	2. Departure day from the last TDY station to proceed to the new PDS
3. TDY pending assignment OCONUS or to a ship (par. U4760)	3. Departure day from the last TDY station to proceed OCONUS or to the assigned ship
4. TDY ICW building, fitting out, converting or reactivating of a ship and duty aboard when commissioned (par. U4765)	4. The ship's arrival day at its assigned home port

D. Storage after TDY/Deployment Completion. HHG storage is authorized for up to 90 days after TDY/ deployment completion. Extensions to this 90-day period may be granted IAW par. U5375-B.

U4775 HHG TRANSPORTATION AFTER STORAGE

HHG stored under pars. U4750, U4755, U4760 and U5345-C1 may be transported to any subsequent PDS. Also, HHG may be shipped to any point in CONUS under par. U5350, when applicable.

U4780 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE

The following table summarizes authorized locations and weight allowance for the movement of HHG under a TDY order. The referenced paragraphs provide benefit details and ***should be reviewed for thorough understanding***.

ORDER TYPE AND JFTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
1. TDY order, a temporary to permanent duty order, or a combination thereof (par. U4715)	1, 2, 3, 4, 5, 6, 7, 8
2. An RC member called or ordered to active duty for less than 20 weeks at one duty station under the following conditions: (a) Initial active duty for training for less than 6 months; or (b) Active duty (including active duty for training) for less than 20 weeks; or (c) Active duty for training for 20 or more weeks with less than 20 weeks at any one location (pars. U4740 and U5345-B2)	8, 10, 12, 16, 17
3. A PCS with TDY/deployment en route (pars. U4745 and U5345-C1)	1, 2, 4, 5, 6, 9
4. TDY without being directed to return to the PDS or TDY pending further assignment (pars. U4750, U4770, and U4775)	5, 6, 9, 17
5. ITDY (from a PDS to a TDY location for an indeterminate time) (pars. U4755 and U4775)	1, 4, 5, 9, 17, 20
6. From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS 1 year or more (pars. U4760-B and U4775)	4 (“ship home port”), 5, 9, 17
7. From a PDS to a TDY location pending: (1) OCONUS assignment, or (2) Pending assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. U4760-C and U4775)	4, 5, 9, 17, 20
8. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (not specified as unusually arduous) (par. U4765-B)	4 (“ship home port”), 5, 9
9. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (specified as unusually arduous) (par. U4765-C)	5, 9, 20
10. TDY/deployment of 90 or more days/an indefinite period when no PCS involved (par. U4770-B)	5 (“special storage”), 9
11. TDY/deployment of an RC member called/ordered to active duty under unusual/emergency circumstances/service exigencies for other than training (par. U4770-B3c)	5 (“special storage”), 9
12. Relief from active duty for an RC member called/ordered to: (a) Initial active duty for training for less than 6 months, or (b) Active duty for training for 20 or more weeks but less than 20 weeks at any one location, or (c) Active duty (including active duty for training) for less than 20 weeks at one duty station (par. U5360-E)	6 (“NTE 30 days”), 8, 11, 13, 15, 19
13. Recalled to active duty for TDY after separation from the service or relief from active duty (par. U5360-K)	5 (“continued storage only if member qualifies for special storage under par. U4770-B”), 8. Authorized locations depending on the TDY order. Upon separation following recall, pars. U5360-A and U5360-B for authorized places.

FOOTNOTES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE
1	FROM PDS TO TDY
2	FROM TDY TO TDY
3	FROM LAST TDY TO OLD PDS
4	FROM LAST TDY TO NEW PDS
5	NTS
6	SIT
7	TDY WEIGHT IN ADDITION TO PCS WEIGHT ALLOWANCE (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. U4715)
8	TDY WEIGHT ALLOWANCE
9	PCS WEIGHT ALLOWANCE
10	FROM HOR
11	TO HOR
12	FROM HOS
13	TO HOS
14	FROM PLEAD or place from which called/ordered to Active Duty for Training
15	TO PLEAD or to place from which called/ordered to Active Duty for Training
16	TO FIRST PDS
17	TO ANY SUBSEQUENT PDS
18	FROM LAST DUTY STATION
19	FROM PLACE HHG LAST TRANSPORTED AT GOV’T EXPENSE
20	ANY CONUS POINT SELECTED BY MEMBER

SECTION 4: VARIOUS UNIQUE PCS SITUATIONS

U5222 VARIOUS UNIQUE PCS SITUATIONS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authorization for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. Place at which the dependent is acquired. However, if the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

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

B. Assigned to Foreign Service Colleges. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances. ***The tour length restrictions in par. U5201-B3e and U5201-B3f do not apply.***

C. Ordered to an OCONUS Station to which Dependent Travel Is Authorized

1. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in par. U5222-C if they travel.

2. Dependent Authorized Concurrent Travel with Member. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized allowances for dependent travel when performed from the place the dependent is located when the member receives the PCS order to the OCONUS PDS, NTE the allowances for travel from the last place transported at GOV'T expense to the new PDS. GOV'T transportation facilities for transoceanic travel should be used when available.

3. Concurrent Dependent Travel Denied

a. Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

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

b. Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at GOV'T expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

(1) The member was a legal resident of that area before entering on active duty;

(2) The member's spouse was a legal resident of that area at the time of marriage;

(3) The member was called to active duty from that area;

(4) It is the member's HOR; or

(5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at GOV'T expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT. A member moving a dependent to a designated place under par. U5222-C may move the dependent to the OCONUS PDS at personal expense. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at GOV'T expense when a subsequent PCS order is issued.

5. Reimbursement for Transoceanic Travel. ***Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense***.

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

1. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may elect to move a dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

a. CONUS;

b. A non-foreign OCONUS area; if:

(1) The member was a legal resident of that area before entering on active duty;

(2) The member's spouse was a legal resident of that area at the time of marriage;

(3) The member was called to active duty from that area;

(4) It is the member's HOR; or

(5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or

d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. Par. U5350-C second item for related HHG transportation.;

(1) This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;

(2) For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments (***http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf***);

(3) The Commandant of the Coast Guard (CG-12) may make an exception for a Coast Guard member; and

(4) ***A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.***

2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. A member is authorized dependent travel and transportation allowances under par. U5222-D when the old home port or PDS is identical to the new home port or PDS (57 Comp. Gen. 266 (1978)).

3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS order to such ship or afloat staff, the member is authorized dependent travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.

4. Subsequent Authorization. When a member is:

a. Transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;

b. Transferred by PCS order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);

c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

except as provided in par. U5215-F, dependent travel and transportation allowances are authorized from the place the dependent is located on receipt of the PCS order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which the dependent was moved at GOV'T expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependent travel and transportation allowances are authorized from the place to which the dependent was moved under par. U5222-D or from the home port for a ship, afloat staff, or afloat unit if the dependent is located there on receipt of the PCS order involved in U5222-D4b, to the new PDS. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical (57 Comp. Gen. 266 (1978)).

5. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances from the old home port:

a. Or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from the old home port to a location other than the new home port, par. U5218 applies. If travel is from a designated place to a location other than the new home port, the authorization is limited to that from the designated place to the new home port.

b. To the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from a location other than the old home port to the new home port, par. U5218 applies. If travel is from a location other than the old home port to a designated place, the authorization is limited to that from the old home port to a designated place.

c. Or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

6. Home Port Change Announcement. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled or revoked. Provisions apply to, but are not limited to a member who has:

a. Delayed dependent travel or transportation to the old home port or

b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.

E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized thereat, or IAW par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5201-B3e and B3f do not apply.

F. Consecutive Overseas Tours (COT). A member stationed OCONUS who is selected to serve a COT is authorized the following dependent travel and transportation allowances (IPCOT allowances, par. U5240-G).:

1. Unaccompanied to Unaccompanied Tour. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the GOV'T's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.

2. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.

3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, par. U5222-C4 or U5222-D1 applies. A member may leave a command-sponsored dependent at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9205-B1). ***A dependent is no longer command-sponsored once the member departs PCS per DoDI 1315.18,*** Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf***.

4. Accompanied-to-Accompanied Tour. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member elects or is required (i.e., assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent. A member, ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, authorization is for the travel performed NTE the allowances from the place the dependent was last moved at GOV'T expense. If the member was not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authorization cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT authorization, par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Home Port for a Ship, Afloat Staff, or Afloat Unit Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes. Dependent travel and transportation allowances are authorized from the old home port to the new home port. Home port change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to a Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port for determination of dependent travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. ***Par. U5222-K does not apply to a member not authorized dependent travel and transportation allowances under par. U5201-B.*** Except as provided in par. U5222-K2, authorization for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS

from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. U5201-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at GOV'T expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

2. From OCONUS Duty Stations or Hospitals. A member on OCONUS active duty, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. U5222-Kl and U5222-K2, a member is authorized dependent travel and transportation allowances to, from, and between other places (Par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

a. When a dependent did not travel at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the last or any prior PDS or place the dependent was retained (par. U5201-A) or from a designated place to which previously transported (par. U5222-D), as applicable;

b. When a dependent traveled at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the hospital to which the member was transferred when the dependent traveled at GOV'T expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided dependent transportation. Such transportation is provided only if authorized/approved through the Secretarial Process. Par. U5225-F applies. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When a dependent travels at GOV'T expense to the HOR or PLEAD, or to some other place under par. U5222-L, such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

NOTE: Per diem or reimbursement for meals and lodging may not be paid ICW travel under par. U5222-M.

1. General. A dependent of a member on duty aboard a ship:

a. Being overhauled or inactivated at a place other than its home port or

b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. U5222-M4 in lieu of the member's authorization, to the overhaul or inactivation port, NTE the cost of GOV'T-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. A dependent must not be provided

transportation under par. U2222-M unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization. All travel authorized under par. U5222-M must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

*2. Ship's Home Port Not Changed. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. U7115, in which case dependent travel under par. U5222-M is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent, member, each time the authorization becomes available. The dependent travel under par. U5222-M may not exceed the cost of GOV'T-procured round trip travel for the member.

3. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

*4. Dependent Travel while the Ship Is Being Constructed. When the authorization conditions in par. U5222-M are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

a. Ship's designated future home port; or

b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

a. Ship's future home port; or

b. Area at which the dependent is residing;

unless the member has elected personal travel under par. U7115 D, in which case dependent transportation under par. U5222-M is not authorized. A member has the option to personally travel or substitute dependent travel each time the authorization becomes available. Authorization for this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel under par. U5222-M must begin before the ship departs the construction port.

5. Transportation Allowances. A member whose dependent travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

a. Transportation-in-kind;

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

c. The automobile mileage rate (Par. U2600) for the distance traveled by POC.

GOV'T transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b 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 the actual travel NTE the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation

port. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c must not exceed the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port.

N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

NOTE: Pars. U5120-F and U5120-G when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS. The member's PCS travel is completed on the reporting date at the new PDS. Par. U10205 and Tables U10C-2 and U10C-2A for housing allowance changes when a Service defers a dependent's travel.

1. General. The Services have limited discretionary authority (pars. U5222-N1a and U5222-N1b) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters (42 USC §5121 *et seq*) subject to approval by PDUSD (P&R). This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.

a. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication (DoDI 1315.18 ***http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf***).

b. Non-DoD Services are not subject to the DoDI but should coordinate their policies with PDUSD (P&R) for transparency among members.

2. Designation of a CONUS Area as a Non-concurrent Travel Application Area. A Service must modify/ amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.

a. Upon designation of a CONUS area as a non-concurrent travel application area, dependent travel to locations within the area is not authorized at GOV'T expense until the authority designated by the Secretarial Process authorizes/approves the travel.

b. The member selects 'awaiting transportation' location for the dependent when par. U5222-N3c, U5222-N4b, or U5222-N5c applies. Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances. The member's new commanding officer may authorize/approve additional travel time when appropriate per the Service's policy (par. U5160-E). ***Pars. U5120-F and G are not applicable when the designated place has not been declared.***

Par. U5222-N2b example: A dependent had departed the old PDS en route to the new PDS when the Service declared the new PDS a non-concurrent travel area and directed the dependent to remain at a delay location. The dependent travel and transportation allowances are authorized at the 'awaiting transportation' location are: TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or PCS allowances from that location to a designated place and/or the new PDS at GOV'T expense.

3. Delayed Dependent Travel between CONUS PDSs. The member's PCS order must state that dependent travel to the new PDS under that order is not authorized until authorized/approved by the authority designated by the Secretarial Process. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at GOV'T expense. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must be modified to reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (Par. U2200-B3).

4. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

a. Delay Travel to New CONUS PDS. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must state that dependent travel under that order to the new CONUS PDS at GOV'T expense is not authorized until authorized/approved by the authority designated by the Secretarial Process. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at GOV'T expense.

b. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (Par. U2200-B3).

5. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This par. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (Par. U2200-B3).

The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Secretarial Process. When further travel is authorized/ approved, the PCS order must be modified/amended to authorize/approve dependent travel.

6. Dependent Travels from a CONUS or an OCONUS PDS to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area. This par. applies when dependent travels to a dependent-selected location not authorized by an official travel order or performs the travel prior to the issuance of an amended/modified PCS order. Travel and transportation reimbursement for the dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

a. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

b. Anticipated Delay at a Foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel, from the CONUS or OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the GOV'T's travel and transportation cost directly from the last place to which the dependent was moved at GOV'T expense to the new PDS. ***Pars. U5120-F and G are not applicable when the authorized dependent designated place is unknown.*** Excess travel costs involving the dependent-selected location are the member's financial responsibility.

SECTION 1: GENERAL

U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A2).

U5305 ELIGIBILITY

A member is authorized HHG transportation or NTS when the member is ordered to perform a PCS move.

U5310 BASIC ALLOWANCES

A. General. Subject to the conditions in par. U5310, a member ordered on a PCS is authorized HHG transportation (par. U5310-A9); dependent transportation (par. U5201); and mobile home transportation (par. U5500).

*1. The GOV'T's HHG transportation obligation is limited to the cost of transporting the member's maximum HHG weight allowance (par. U5310-B) in one lot between authorized places at the GOV'T 'Best Value' cost, or overall lowest cost (or other USPHS-selected method for USPHS). For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under Defense Personal Property Program (DP3) business rules at ***http://www.transcom.mil/j5/pt/dtr_part_iv.cfm***. HHG authorized locations for PCS are in par. U5390-B, and TDY in par. U4780.

2. A "former PDS" in par. U5310 includes an individual's HOR.

3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of orders if the HHG:

a. Were in the member's possession before the PCS order effective date from the PDS from which the HHG were not transported, and

b. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS order effective date from the former station.

4. Example of a Combination of Orders HHG Computation

a. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS order was 8,000 lbs. The member actually transported 6, 000 lbs. to PDS B. The unused HHG weight balance is 2,000 lbs.

b. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS order is 10,000 lbs.

c. The member may ship NTE 10, 000 lbs. at GOV'T expense to PDS C of which 2, 000 lbs. of HHG owned while at PDS A may be shipped from PDS A using orders in combination. Excess cost may apply IAW par. U5340.

5. HHG transportation includes SIT unless specifically prohibited (par. U5375).

6. Cases involving mobile home allowances are IAW par. U5330-F and Ch. 5, Part F.

7. ***UB weight is part of the member's authorized HHG weight allowance.*** The maximum weight of UB transported by any mode, at GOV'T expense, is 2,000 lbs. (net), excluding the weight of PBP&E; if PBP&E is transported with UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the member's financial responsibility. UB transportation by an expedited mode is IAW par. U5320-B.

8. Transportation of any HHG article to and/or from OCONUS, for a compelling reason, may be prohibited in writing through the Secretarial Process.

9. Delivery out of storage is authorized at GOV'T expense, regardless of time in storage as long as the member's order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

Effective for an order issued on/after 1 October 2007
B. Prescribed Weight Allowances

1. Higher Weight Allowance Authorization

a. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 lbs.) of a member below pay grade O-6, but only on a case-by-case basis;

b. No general policy statements are permitted; and

c. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

2. Authorized PCS Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade *NOTES 1 & 3*	**With Dependents *NOTE 2***	**Without Dependents**
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	15,000 ***NOTE 4***	13,000 ***NOTE 4***
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

NOTES:

1. Includes a Uniformed Service regular and an RC member, and an officer holding a temporary commission in the U.S. Army/Air Force.

2. For this table, a member "with dependents" is a member who has a dependent eligible to travel at GOV'T expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:

a. The death(s) of all of the member's dependent(s), or

b. A divorce that leaves the member with no dependent(s) eligible to travel at GOV'T expense,

the member has the weight allowance of a member "with dependents".

3. A Uniformed Services member appointed from an:

a. Enlisted/warrant officer grade to a commissioned officer grade, or

b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

a. Held on the member's PCS order effective date used for HHG transportation, or

b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

a. On the member's PCS order effective date then being used for HHG transportation, or

b. Before reversion,

whichever is greater.

4. A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

a. 17,000 lbs. with dependents or,

b. 14,000 lbs. without dependents.

for a PCS order issued on or after receiving notice of selection to that position and for the remainder of the military career.

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

1. A member is authorized PBP&E (APP A definition) transportation IAW the Agency/Service regulations, when the member certifies the PBP&E as necessary for official duty and the Service agrees. As long as all of the PBP&E meet the PBP&E definition, PBP&E weight may not be constrained.

2. The Secretarial Process for each Service may authorize a member an additional weight allowance NTE 500 lbs. for PBP&E (APP A) that belongs to the member's spouse when on a PCS.

3. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310- B or UB limit in par. U5320-B.

4. When an item no longer qualifies as PBP&E, it may be transported or placed in NTS incident to the next PCS as PBP&E if it is still HHG.

5. An article which loses its identity as PBP&E continues as HHG, if otherwise qualified.

6. PBP&E must be declared at origin and documented IAW Agency/Service transportation policy and procedures. HHG not declared and/or documented as PBP&E prior to the HHG transportation or not PBP&E for that move is part of the HHG counted against the applicable HHG weight allowance except as noted in par. U5310-C4 for the move following the transition of the HHG from PBP&E to ordinary HHG.

D. Additional Consumable Goods

1. A member, assigned to a PDS designated in APP F 1 is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.

2. The consumable goods must be for the member's and/or dependents' personal use.

3. OCONUS locations and their consumable goods weight allowances are contained in APP F1.

4. Instructions for adding a location to the list are contained in APP F2.

E. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

*F. Excess Cost for Transportation of a Boat and/or a Personal Watercraft, either Exceeding 14 Feet, as HHG. Instructions for computing excess cost determination, using the 'Best Value' methodology ICW transportation of a boat and/or personal watercraft exceeding 14 feet (including the trailer) as HHG can be found on the USTRANSCOM website under DP3 business rules at ***http://www.transcom.mil/j5/pt/dtr_part_iv.cfm***.

G. Recruit's Civilian Clothing. A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 lbs. of civilian clothing to the HOR.

H. Storage. HHG SIT is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. GOV'T-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

4. SIT NTE 90 days, as applicable (par. U5375-B1).

J. Authorized Transportation Locations. Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:

a. From QTRS to packing/crating facility and/or to place of storage;

b. From packing/crating facility to QTRS, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

c. From packing/crating facility to place of storage;

d. To carrier's station from QTRS, packing/crating facility, and/or place of storage.

2. En route or in transit, such as from:

a. Incoming carrier's station to place of storage;

b. Place of storage to outgoing carrier's station;

c. Incoming carrier's station to outgoing carrier's station.

3. Destination from:

a. Carrier's station to QTRS and/or place of storage;

b. Place of storage to QTRS.

K. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, 9 December 1988). The member's full weight allowance is authorized for the replacement shipment.

L. Required Medical Equipment (***CTO/TMC use is MANDATORY***). Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

1. May be shipped in the same manner as PBP&E (par. U5310-C),

2. ***Does not include a modified POV***, and

3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under Title 10, USC.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in par. U5315 and administrative weight, or item allowances (within the table of weight allowances in this Part), are Service-established for specific locations using par. U5315-B weight allowances. Specified administrative weight limitation locations are subject to the conditions promulgated in Service regulations. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Authorization. On a PCS to/from a Service-concerned designated OCONUS PDS that is a place at which GOV'T-owned furnishings are provided for all QTRS, a member is limited to HHG transportation to the PDS of 2,500 lbs. (net) or 25% (net) of the weight allowance in par. U5310-B, whichever is greater, including UB transportation IAW par. U5310-A7. The limitation for a member serving an accompanied tour in Korea (except Chinhae and Osan which are full JFTR weight allowance locations) is 50% (net) of the weight allowance in par. U5310-B. See par. U5315-C for other exceptions. If both spouses are members and are assigned to the same OCONUS area at which they jointly occupy QTRS, they are limited to one administrative weight allowance (50% if Korea) based on the higher ranking member's weight allowance; however, each is authorized individually to UB transportation, PBP&E (par. U5310-C), and required medical equipment (par. U5310-L).

C. Exceptions

1. General. Administrative weight limitations do not apply to:

a. Shipments from non-foreign OCONUS areas to any location where there is no Service administrative weight limitation;

b. A member with a weight allowance of less than 2,500 lbs.; or

c. A member on duty as U.S. Defense Attaché.

2. GOV'T Furnishings Unavailable. When an item of GOV'T furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, upon departure from the OCONUS PDS at which an administrative weight limit was prescribed, may be authorized/ approved through the Secretarial Process in the following circumstances:

a. The member is assigned COT from an unrestricted to a weight restricted area;

b. The member extends a tour for one year or longer within the same weight restricted area;

c. Upon departure from an administratively weight-restricted area if additional furnishings were acquired through marriage after the member was assigned to the weight restricted area (***NOTE: A member who acquires a dependent, after the PCS order effective date to a weight-restricted OCONUS PDS, is not authorized transportation for the acquired dependent's HHG (or an increase in weight allowance) to that PDS***.); or

d. Circumstances exist that would cause undue hardship if the weight restriction were enforced.

NOTE: The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. U5310-B.

4. Additional HHG at Member's Expense. The GOV'T may transport additional HHG at the GOV'T rate; however, the member is responsible for the excess weight transportation cost.

U5317 HHG TRANSPORTATION DISALLOWED

NOTE: See par. U5201-B for related dependent transportation.

HHG transportation authorization does not exist for a member:

1. Of an RC when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (par. U5345-B2);

2. On leave;

3. Who is in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (par. U5900-D2h), and U5370-H;

4. Serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. U5370-B1, U5370-B2 (par. U5900-D2h), and U5370-H);

5. Under an order to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);

6. Called/ordered to active duty for basic training for less than 6 months (par. U5345-B2);

7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;

8. Transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation must not be made for a member's convenience to some other place for re-transportation later.

U5319 FUNDS ADVANCE

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.

*2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GCC arranged under par. U5320-D2a.

3. 60% of the monetary allowance under par. U5320-D2b.

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SECTION 2: TRANSPORTATION METHODS

U5320 TRANSPORTATION METHODS

A. HHG. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the least cost to the GOV'T.

B. UB and/or PBP&E. UB (APP A1) and/or PBP&E (APP A2) transportation is authorized by an expedited transportation mode when necessary to enable the member to carry out assigned duties and/or to prevent undue hardship to the member and/or dependents. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net), including PBP&E may be transported. Total UB NTE 2,000 lbs., including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at GOV'T expense if authorized IAW Service regulations. UB transported by any mode for par. U5310-A.

Example: Member's HHG weight allowance in par. U5310-B is 14,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is either 2,500 lbs. (net) or 25% of 14,000 lbs. (net) – 3,500 lbs. (net), whichever is greater. In this case, the admin weight allowance is 3,500 lbs. (net). The member opts to transport 300 lbs. of UB along with 500 lbs. as PBP&E by an expedited mode. This falls within the 1,000 lbs. (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,200 lbs. (net) of HHG of the administrative weight limit (including up to 1,700 lbs. (net) of additional UB and any additional PBP&E) may be transported to the OCONUS PDS but not by an expedited transportation mode.

C. GOV'T-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the GOV'T assumes responsibility for HHG transportation IAW par. U5320-A.

D. Personally-procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for HHG transportation and/or NTS. Transportation cost claims should be prepared and submitted IAW Service regulations (par. U1010-B8). The GOV'T's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) IAW par. U5319.

NOTE 1: A member (or next of kin, when appropriate) who personally arranges for HHG transportation (i.e., personally moves the HHG, or arranges directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

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

1. GOV'T-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is authorized actual cost reimbursement:

   a. When a shipping or transportation officer is not available, or

   b. The shipping or transportation officer instructs the member in writing to transport HHG or place them in NTS at personal expense.

Transportation of HHG is in APP A2 and NTS is in par. U5380. The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included in the actual cost. The special routing and services in par. U5340-E are not included in the actual cost.

*2. GOV'T-procured Transportation and/or NTS Available. A member who arranges for transportation or NTS is authorized:

*a. Actual cost reimbursement NTE the GOV'T's constructed 'Best Value' transportation and/or NTS cost for the actual HHG weight transported NTE the member's maximum HHG weight (par. U5320-D6). ***Payment of accessorial charges may be authorized/approved when charges would have been authorized during a GOV'T-arranged move and all applicable tariff approval rules have been met.,*** or

*b. Payment of a monetary allowance equal to 95% of the GOV'T's constructed 'Best Value' cost for the actual HHG weight transported NTE the member's maximum HHG weight. Authorized GCC calculation factors are in par. U5320-D6. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under Defense Personal Property Program business rules at ***http://www.transcom.mil/j5/pt/dtr_part_iv.cfm***.

*c. Actual cost reimbursement for small package service arrangements NTE the GOV'T's constructed transportation cost for the actual HHG weight transported. GOV'T's constructed cost is IAW par. U5320-D6.

*d. Temporary Storage IAW par. U5375, for actual cost reimbursement NTE the GOV'T's constructed storage cost for the actual HHG weight stored.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or GOV'T scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructed cost.

b. Weight Certificates Are Unobtainable. Through the Secretarial Process, use of constructed weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

(1) A public scale or a GOV'T scale was not available; or

(2) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

Use the constructed weights in par. U5335-E. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight. When GOV'T-procured transportation and/or NTS is available, the GOV'T must never incur expenses for the HHG movement in excess of 100% of the GOV'T's projected cost to transport the HHG commercially. Any excess is the member's financial responsibility.

5. DTOD. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). Par. U2020 for DTOD requirements.

*6. GOV'T's (Transportation) Constructed Cost (GCC). For the Armed Forces and NOAA, the GCC is determined by using the 'Best Value' methodology for the channel and the actual HHG weight NTE the member's authorized maximum HHG weight as follows:

*a. For domestic shipments (within CONUS, between CONUS and Alaska, and within Alaska), the GCC includes the following 'Best Value' charges: linehaul, packing, and unpacking, linehaul factor charges at origin and destination, and short haul charges (applicable only for shipments moving 800 miles or less).

*b. For international shipments (including to/from Hawai'i and to/from U.S. territories and possessions), the GCC includes the Best Value "Surface" Single Factor Rate (SFR).

*7. USPHS GCC. For USPHS, the GCC in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight NTE the member's authorized maximum HHG weight or other method selected by USPHS. Cost to/from between OCONUS locations are constructed using the single factor rate or other method selected by USPHS.

****NOTE 1*: Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.***

****NOTE 2*: For purposes of this Part, GCC is a term not applied to USPHS.***

****NOTE 3*: Payment of accessorial charges may only be authorized/approved when charges would have been authorized during a GOV'T-arranged move and all applicable tariff approval rules have been met. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under Defense Personal Property Program business rules at http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.***

E. Split Shipment. A member may transport HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Member's authorized HHG weight allowance, and

*2. GOV'T's 'Best Value' cost to transport the member's maximum PCS weight allowance in one lot between authorized places (except under par. U5320-D1).

NOTE: Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.

U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under a PCS order between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

1. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or

2. Being established by both retirees/separatees at the HOS/HOR (limited by the lesser authorization.)

If one member/spouse dies, par. U5372-F.

B. Impact of Order Effective Date. The authorization to HHG transportation accrues and becomes fixed on the PCS order effective date. Except as authorized in par. U5370-F for a member reduced in grade, the weight allowance is based on the grade held on the order effective date authorizing the HHG transportation.

C. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be transported to the proper destination at GOV'T expense if the order is later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the least cost to the GOV'T, and not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments is charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and par. U5330-F, HHG transportation is not authorized for a member who elects mobile home allowances.

2. PCS between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from a Member's Port Reporting Month. When concurrent dependent travel is authorized or is to be authorized within 20 weeks and dependent travel cannot be performed by all the dependents, a member is authorized:

(1) UB and other HHG transportation to the OCONUS PDS, and

(2) Mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or more Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is authorized UB and other HHG transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at GOV'T expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who is returned to CONUS or Alaska under a PCS order and who elects mobile home allowances within CONUS or Alaska, also is authorized HHG and UB transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not authorized HHG or UB transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

(1) Whose dependents are returned to CONUS or Alaska under pars. U5240 or U5900; and

(2) Who elects mobile home allowances within or between CONUS or Alaska under pars. U5540-A and U5915;

also is authorized HHG and UB transportation from the OCONUS or Alaska PDS to the designated place, except for HHG removed from the mobile home to meet safety requirements.

b. A member:

(1) Whose dependents are returned from Alaska to CONUS under par. U5900-D, and

(2) Who elects mobile home allowances from Alaska to CONUS,

is not authorized HHG or UB transportation, except for HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in pars. U5330-F4b and U5330-F4c.

b. Mobile Home Transported by GOV'T-Procured Transportation. When a GOV'T-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the GOV'T for mobile home transportation to the breakdown point.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by GOV'T-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at GOV'T expense. The cost of transporting these HHG must be deducted from the total cost of what it would have cost the GOV'T to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home transportation under par. U5505.

G. HHG Transportation before an Order Is Issued

1. General. Except as indicated in par. U5330-G2, HHG transportation (before a PCS order is issued) is authorized if the request for transportation is supported by a:

a. Statement from the PCS AO or a designated representative that the member was advised before such an order was issued that it would be issued;

b. Applicant-signed written agreement to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in a statement prescribed in par. U5330-G1a; and

c. Written applicant-signed agreement to pay the entire transportation cost (if a PCS order is not later issued to authorize the transportation). The length of time before the PCS order is issued, during which a member may be advised that an order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the order is actually issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the order is to be issued (52 Comp. Gen. 769 (1973));

2. A Member Assigned to a Ship Preparing to Enter Overhaul. HHG transportation before a PCS order is issued is authorized for a member assigned to a ship that has been scheduled for an overhaul, provided the AO or the designated representative provides a statement that the ship's home port is to be changed incident to the

overhaul. This statement may be issued when there is less than 90 days between the specific overhaul site determination time and the actual ship's departure to such site. If the scheduled ship overhaul is canceled, par. U5330-C above applies (59 Comp. Gen. 509 (1980)).

H. Time Limitation. Unless otherwise prescribed in JFTR, a member's HHG transportation authorization may be used any time while the order remains in effect and prior to receipt of another PCS order, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

Example: A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under an order to Location C). However, the member can ship from Location A to Location C (par. U5310-A3) and/or from Location B to Location C.

I. Alcoholic Beverage Transportation. Alcoholic beverages transportation as HHG must conform to 27 USC §122 that states:

> *Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.*

SECTION 3: NET WEIGHT AND EXCESS CHARGES

U5335 THE NET WEIGHT DETERMINATION

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge or as excess accompanied baggage. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. GOV'T-arranged Move and Transportation at Personal Expense. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is GOV'T-arranged or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10% from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

C. HHG Transportation other than between Authorized Locations

*1. General. A member may have HHG transported between any locations. However, the GOV'T's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized location or home of legal heir, is limited to that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or legal heir's home, whichever results in a lesser cost to the GOV'T. This also applies to a member on an order from an administratively weight restricted area.

*2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at GOV'T expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the member's maximum PCS HHG weight allowance from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the member's maximum PCS HHG weight allowance (less the weight of any other HHG transported at GOV'T expense) from Detroit, MI.

****NOTE*: Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.***

D. UB. When the GOV'T arranges transportation, and the net weight of UB is unknown, the weight is determined by subtracting 50% from the gross weight shown on the shipping documents. When the UB shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or UB shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 lbs. per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 lbs. per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

U5340 EXCESS CHARGES

***NOTE*: The GOV'T may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's HHG weight allowance and collect reimbursement from the member. Payment from the member for excess charges is IAW finance regulations.**

A. General

1. Transportation. The member is financially responsible for all transportation costs as a result of:
   a. Exceeding the authorized weight allowance;

   b. Transportation between other than authorized locations;

   c. Transportation of articles that are not HHG (APP A2 for HHG);

   d. Transportation in more than one lot (other than a UB shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);

   e. Member-requested special services, i.e., increased valuation liability cost; and

   f. Transportation related costs that are GOV'T-incurred due to the member/member's agent's negligence, i.e., attempted pickup and/or delivery charges. ***DOD 4500.9-R (DTR, Part IV), Chapter 401 (http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).***

2. NTS. The GOV'T's maximum obligation for NTS is the storage cost of the difference between the member's weight allowance prescribed in par. U5310-B and the HHG weight transported incident to the same PCS order. If the HHG weight in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the GOV'T may pay the costs associated with the excess weight storage if requested to do so by the member. Excess weight storage costs are the member's financial responsibility. Par. U1010-B9.

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (that is, nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. U5340-D, must be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 lbs. transports 8,500 lbs. of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.

2. Multiple Shipments Made on a PCS Order

   a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment which results in the least excess cost to the member.

   b. Member Assigned to/from Administratively Weight-restricted Area

      (1) Weight in Excess of Administrative Weight Allowance Transported to/from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation

      (2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

C. HHG Transportation other than between Authorized Locations

1. General. A member may have HHG transported between any locations. However, the GOV'T's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized point or home of legal heir, is limited to that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the GOV'T. This also applies to a member on an order from an administratively weight restricted area.

2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at GOV'T expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the same weight from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the same weight of HHG from Detroit, MI.

D. Transportation of Unauthorized Articles. Non-HHG articles (APP A2 for HHG) must be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. U5340-B.

E. HHG Transportation with Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to pars. U5340-A through U5340-D and upon the member's or heirs' (of a deceased member) written request and agreement to pay any additional cost, the member or heirs may:

1. Turn over the HHG to a transportation officer for transportation at different times to the same destination;

2. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;

3. Have transportation between any points, limited to the cost in par. U5340-C. However, it must not be applied to HHG if the member is not authorized a HOS move;

4. Have HHG transportation of one final HHG shipment of articles legally awarded to a former-spouse incident to a divorce when a member has a transportation authorization under a PCS order, including separation and retirement (61 Comp. Gen. 180 (1981)).

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SECTION 4: TRANSPORTATION UNDER VARIOUS SITUATIONS

U5345 TRANSPORTATION UNDER VARIOUS SITUATIONS

A. Entrance into the Service

1. Initial Reporting. A commissioned, reinstated or warrant officer appointed or reappointed in a regular service, and a person enlisted from civil life or an RC is authorized HHG transportation from the HOR or PLEAD to the first PDS IAW par. U5345-A2.

2. A Member Who Reenters the Service within 1 Year of Discharge or Release from Active Duty. A member, who re-enters any Uniformed Service within 1 year from the date of discharge or separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:

a. HOR or PLEAD;

b. The last or any previous PDS;

c. An authorized storage place; or

d. Any place to which HHG were transported at GOV'T expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station. An RC member called/ordered to active duty for training of 140 or more days at one duty station under conditions other than those in par. U5345-B2 is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

2. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station. An AO may authorize the TDY HHG weight allowance from HOR or PLEAD to the first and/or any subsequent duty station for an RC member called/ordered to active duty under the following conditions:

a. Initial active duty for training for less than 180 days,

b. Active duty for training for fewer than 140 days, or

c. Active duty for training for 140 or more days with fewer than 140 days at any one location, or

d. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. U2146-B.

HHG transportation under par. U5345-B is subject to the same limitations and requirements as in par. U4705.

3. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station. An RC member called/ordered to active duty for other than training for more than 180 days at one duty station under conditions other than those in par. U5345-B4 is authorized PCS HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

4. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station. An RC member called/ordered to active duty for other than training for a period of 180 or fewer days at one duty station under the following conditions may be authorized HHG transportation within the TDY weight allowance from HOR or the PLEAD, to the first or any subsequent duty station:

a. Active duty for other than training for 180 or fewer days,

b. Active duty for other than training for more than 180 days with 180 or fewer days at any one location, or

c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. U7150-A4b(3).

HHG transportation under par. U5345-B4 is subject to the same limitations and requirements as in par. U4705.

5. Recalled to Active Duty. A member released from active duty, authorized HHG transportation to a HOS as in par. U5365-A and recalled to active duty, is authorized HHG transportation from the:

a. HOS, or

b. PLEAD, if recalled after selecting a home, or

c. Place to which such HHG were last transported at GOV'T expense (including place of NTS) in any event.

6. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including a graduate of officer candidate's school), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned or appointed if such place is, in fact, the member's first PDS as a commissioned or warrant officer.

7. Commissioned from Service Academies. A member of a graduating class of a Service academy commissioned as an officer is authorized HHG transportation from the:

a. Academy to the officer's HOR,

b. Academy to the first PDS, and

c. Officer's HOR to the first PDS.

NOTE: HHG transported from the academy to the HOR cannot then be transported from the HOR to the first PDS using the order under which they were shipped to the HOR (par. U5318).

C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment

1. PCS with TDY En Route or while on TDY. A member, ordered to make a PCS with TDY en route, or while on TDY is ordered to make a PCS without return to the old PDS, is authorized HHG transportation to the new PDS. The member may elect HHG transportation of up to the TDY weight allowance to the new PDS via TDY station(s) if such HHG are necessary for the member's personal use. This authorized TDY HHG transportation exists regardless of the par. U4705 provisions. The member also is authorized NTS under par. U5380-L, table item 1, for the TDY. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/ approved by the member's commanding officer, the AO, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary. Upon TDY completion, the member's TDY HHG may be transported (including SIT under par. U5375) to locations authorized under the basic order. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic order.

2. PCS Following TDY Pending Further Assignment. A member, whose HHG were placed in NTS at GOV'T expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period. When the new PDS is OCONUS or at a station to which HHG transportation is prohibited or restricted, or when for reasons beyond the member's control the HHG cannot be withdrawn during the first 90 days after the arrival date at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, or within 90 days following TDY completion, an additional 90 days of NTS may be authorized/ approved as under par. U5375-B2. When the new assignment is to sea duty, OCONUS duty, or duty at a PDS

to which HHG transportation is prohibited and the designated place under par. U5222-D is at or in the NTS location vicinity, HHG transportation from storage to the residence is authorized under par. U5310-I3.

D. Course(s) of Instruction of 20 or More Weeks at One Location

1. When a member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (at which the scheduled cumulative duration at one location is 20 or more weeks):

a. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the HOR or PLEAD to the place at which the course is conducted; and/or

b. NTS. Upon Service-concerned approval, NTS at origin may be converted to SIT at the member's request, in whole or in part if the member is authorized, under an order, to transportation or NTS. The conversion is at GOV'T expense. ***However, any storage costs accruing for periods in excess of 180 days are the member's responsibility.*** Unless otherwise provided in par. U5375-B3, no additional HHG storage is authorized before further PCS order is issued.

2. A member who, at course conclusion is permanently assigned to the location at which the course was conducted, is authorized transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-G. A member, called/ordered to active duty under par. U5345-D, is authorized transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty (par. U5317, item 7).

E. CONUS Area to Which HHG Transportation Is Prohibited. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is authorized:

1. HHG transportation from the last PDS to a CONUS designated place; and/or

2. NTS.

When the restriction is removed or the member is ordered on PCS to a PDS to which HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

F. Ordered to a CONUS Hospital

1. General. Except when the PDS or hospital from which a member is transferred is OCONUS, the authorization for HHG transportation incident to a member's hospitalization is contingent on the receiving hospital commanding officer's statement that the case has been evaluated and the observation period and/or treatment in that hospital is expected to be prolonged. UB, NTE 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization. UB improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the origin commanding officer's opinion, circumstances require use of this mode. For HHG transportation on behalf of a member officially reported as injured or ill under 37 USC §554, par. U5372.

2. From CONUS Duty Stations or Hospitals. A member on active duty, who's transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS. The HHG authorization must not exceed the cost from any of the combination of the last or any previous PDS, the place to which the HHG were last transported at GOV'T expense, or the place of storage, to the hospital. In lieu of transportation, HHG may be placed in NTS. At the member's option, part of the HHG may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized may be continued in storage.

3. From OCONUS Duty Stations or Hospitals. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation from any authorized place(s) to the hospital or to NTS or, at the member's option, part may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized, may be continued in storage. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, as prescribed in par. U5345-F1, is not required. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. U5345-F2 applies.

4. Transportation to Another Location. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS; cost may not exceed the cost of transporting the HHG to the hospital. When HHG transportation is from OCONUS, the authorization for CONUS transportation is limited to the cost of transportation to the hospital from the port through which transportation was made. For overland transportation from Canada and Mexico, the authorization is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

5. Completion of Hospitalization. A member, released from observation and/or treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized HHG transportation from the last or any prior PDS or place where HHG were last transported at GOV'T expense, or any combination thereof, to a destination otherwise authorized in this Part. HHG previously transported incident to hospitalization may be transported from the place where located; cost may not exceed the cost from the hospital to the authorized destination.

G. Ordered from PDS to Await an Order, Detail, Assignment, or Separation

1. Ordered from CONUS PDS. A member, ordered from a CONUS PDS, may place HHG into NTS. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

2. Ordered from an OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order. ***However, if the member takes physical possession of the HHG, the GOV'T must not transport the HHG (par. U5318).***

3. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized. When a member is ordered from an OCONUS PDS to a CONUS or non-foreign OCONUS area for separation processing with HOS authorized under par. U5365-A, HHG may be:

a. Transported from the PDS to the place to which ordered to report, and/or

b. Placed in NTS.

*These HHG later may be transported under par. U5365-A. ***If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized. However, the member must agree to bear all costs in excess of transporting the member's maximum PCS HHG weight allowance in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the GOV'T's cost obligation) (44 Comp. Gen. 826 (1965)).*** In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or at a designated location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.

NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.

H. Ordered on a PCS to a PDS in the Vicinity of Storage. A member, whose HHG are in NTS at GOV'T expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS. HHG transportation from NTS to the residence also is authorized. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. U5375-B2. Additional NTS beyond 180 days may be authorized/approved as in par. U5375-B3.

U5350 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY

(Par. U5222 for related dependent travel.)

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

a. The new PDS,

b. A member-specified CONUS location,

c. NTS.

*The GOV'T expense for the combination of transportation under pars. U5350-A1a and U5350-A1b is limited to that which would have been allowed for transporting the member's maximum PCS HHG weight allowance in one lot from the old PDS, or other authorized location, to the new OCONUS PDS. Excess costs due to a combination of shipment(s) are determined under par. U5340. Upon a subsequent PCS between OCONUS PDSs, HHG transportation from the member-specified CONUS location under par. U5350-A1b or NTS to the new PDS, or to the place to which dependents are authorized to travel under par. U5222-D1, U5222-E, U5222-F or U5222-G, may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month. When a member is ordered to an OCONUS PDS and is advised in writing that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a member-designated CONUS location or placed in NTS. When the total weight of UB plus other HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is the member's financial responsibility. If the member is required to vacate GOV'T QTRS at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

a. Or store the HHG not needed to establish the temporary residence; and

b. At GOV'T expense, the HHG the member may need to establish a temporary residence for the dependents to a place in the old PDS vicinity.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

a. When a member is ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised in writing that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be

placed in NTS until transported. The remaining HHG may be transported for the OCONUS assignment duration to a member-designated CONUS location or placed in NTS. In addition, HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

(1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or

(2) Called to active duty from that OCONUS location or it is the member's HOR, NTE the authorization from the old PDS to the designated place.

b. When HHG transportation is later authorized to the new PDS, and provided that the dependents are to be command sponsored and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive, HHG transportation is authorized from the designated place to the OCONUS PDS. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. U5340. If the member is required to vacate GOV'T QTRS at the old PDS upon receipt of such an order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store the HHG not needed to establish the temporary residence; and

(2) At GOV'T expense, the HHG the member needs to establish a temporary residence for the dependents to a place in the old PDS vicinity.

c. When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

(1) Storage and/or the place to which they were moved under par. U5350-A3b to the new PDS; and

(2) The place to which they were moved under par. U5350-A3b to a combination of NTS and the member-designated location in CONUS or a non-foreign OCONUS area, as authorized above.

B. Ordered from Shore Duty to Sea Duty. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is authorized HHG transportation from the last PDS to:

1. The home port of the unit to which ordered;

2. The ship, afloat staff, or afloat unit to which ordered or the home port thereof for UB; and

3. NTS.

When the home port is OCONUS, par. U5345-A or U5345-D also applies.

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. When a member is:

1. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;

2. Transferred by PCS to serve an OCONUS dependent restricted tour;

3. Transferred by PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2 for a member with dependents);

4. Permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or

5. Transferred by PCS to a ship or afloat staff referred to in par. U5350-C4 above after the ship or afloat staff has been so specified;

HHG transportation is authorized to:

1. NTS for items 1 and 2 of the first itemization and later to the member's PDS when the restriction is lifted or upon receipt of dependent entry approval; or NTS for items 3, 4, and 5 of the first itemization;

2. Any place in CONUS the member designates for items 1 and 2 of the first itemization, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or any place in CONUS the member designates for items 3, 4, and 5 of the first itemization;

3. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. U5222-C4b; U5222-D1b, or if authorized/approved through the Secretarial Process;

4. The OCONUS location to which dependent transportation has been authorized/approved under par. U5222-C4c or U5222-D1c or U5222-D1d. (Measure subsequent authorization from the location to which transported under this authority or from the place HHG are then located, whichever is less. For shipments related to par. U5222-D1d, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.

5. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

Storage of any portion of the HHG is authorized under item 1 of the second itemization, and transportation of the remainder under items 2 through 5 of the second itemization. When the prohibition or restriction is removed, or when the member is transferred or assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG previously stored under item 1 of the second itemization or transported to a destination authorized in items 2, 3, or 5 of the second itemization may be stored in NTS. The remainder, or other HHG acquired before the order effective date may be transported to the member's OCONUS PDS. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. (Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.)

D. <u>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</u>. When a member is transferred by PCS from an OCONUS PDS to:

1. An OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

2. A unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2);

3. A ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or

4. A ship or afloat staff referred to in item 3 after it has been so specified;

the member is authorized HHG transportation from the last or any previous PDS or place of storage to any combination of the following:

1. NTS;

2. Any CONUS location the member may specify and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;

3. Designated place authorized/approved under par. U5222-C4b; U5222-D1b; or if authorized/approved through the Secretarial Process;

4. An OCONUS designated place authorized/approved under par. U5222-C4c; U5222-D1c or U5222-D1d; or if authorized/approved through the Secretarial Process;

5. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

When the restriction is lifted, or when

1. The member is ordered on PCS to an OCONUS to which HHG transportation is authorized;

2. The member is ordered on PCS from a unit referred to in item 2 or 3 of the first itemization; or

3. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.

HHG transportation is authorized to the member's current PDS from the place to which transported under par. U5350-D, items 1 through 4 of the second itemization. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS order from a unit referred to in par. U5350-C, items 3, 4, and 5 of the first itemization, the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350-A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350-C, item 1 of the first itemization, or par. U5350-D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior member-specified location under par. U5350-A1b to the new PDS, or from the old PDS to another member-specified location under par. U5350-A1b. ***In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized***. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior member-specified location under par. U5350-A1b, or from the old PDS to another member-specified location under par. U5350-A1b. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior member-specified location under par. U5350-A1b to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.

2. Home Ports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:

a. From old home port to the new home port;

b. From a former PDS to the new home port;

c. From a previously designated place to new home port;

d. From NTS to the new home port;

e. NTS in lieu of transportation prescribed in par. U5350-G2a, U5350-G2b or U5350-G2c.

H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance.

I. Unit Home Port Officially Changed. A member assigned to a unit:

1. Not specified as unusually arduous sea duty on a home port change effective date, is authorized HHG transportation or NTS in par. U5350-G2.

2. Specified as unusually arduous sea duty (par. U5222-D2) on a home port change effective date is authorized HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS.

HHG transportation to a new home port must not be made when a member receives a PCS order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port (par. U5201-D).

J. Unit Home Port Change Officially Announced

1. When an official announcement has been made designating a home port change, HHG transportation is not authorized to the old home port ICW an existing PCS order to that unit at that old home port.

2. The home port change announcement is a PCS order modification until such time as the PCS order is later amended, modified, canceled or revoked.

3. Provisions apply to, but are not limited to, a member who has:

a. Delayed HHG transportation to the old home port, or

b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

Exception: HHG transported after a PCS order is received and that are in transit or in an otherwise irreversible transportation status on the date the announcement was made.

K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action

1. A member involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action, is authorized HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour.

2. In lieu of transportation, HHG may be placed in NTS.

3. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the tour length served (par. U5317, item 7).

SECTION 6: 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

***NOTE*: Pars. U5125 and U5225 for related member/dependent transportation.**

*A. General

*1. A member on active duty, who is separated from the Service or relieved from active duty under par. U5125 conditions, is authorized HHG transportation to the location the member elects, from the following:

a. The last or any previous PDS,

b. A designated place, or

c. An authorized place of storage.

The member may elect to ship between any locations other than the authorized places if the member assumes financial responsibility for costs in excess of transportation of the member's maximum PCS HHG weight allowance from the authorized origin to the place the member elects under par. U5125. Par. U5340-C. ***NOTE*: If, under par. U5340-C, the member elects HHG transportation to other than the place selected IAW par. U5125, excess costs are computed on the basis of the cost that would have been incurred by the GOV'T for transportation of the member's maximum PCS HHG weight allowance in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the GOV'T, to that place.**

*2. Exceptions. The following are exceptions to the general rule in par. U5360-A1:

a. Separated from the Service or relieved from active duty to continue in the Service (par. U5360-C);

b. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. U5360-D);

c. In an RC and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. U5360-E);

d. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. U5360-I); (For a member stationed in CONUS who has dependents, par. U5370-H; for a member stationed OCONUS, with or without dependents, who is separated from the Service under other than honorable conditions, par. U5370-B2.); or

e. Separated under conditions in par. U5365-A.

B. Storage

1. NTS. A member who is authorized HHG transportation under par. U5360-A, U5360-F or U5360-H is authorized NTS. The authorization begins on the date the order is issued and terminates at the expiration of the 180th day from the active duty termination date. Also par. U5360-G.

2. SIT. SIT of HHG transported from NTS under pars. U5360-A, U5360-F or U5360-H is authorized only when:

a. Necessary because of conditions beyond the member's control;

b. Such conditions arise after HHG transportation from NTS; and

c. Authorized/approved IAW Service regulations.

Any HHG not placed in NTS may be placed in SIT under par. U5375 ICW transportation under par. U5360-A, U5360-F or U5360-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is authorized HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member, separated or relieved from active duty due to expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized HHG transportation or NTS.

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. An RC member who is ordered to:

1. Initial active duty for training for less than 6 months;

2. Active duty (including active duty for training) for less than 20 weeks; or

3. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is authorized the HHG transportation (including SIT NTE 30 days) of the weight allowance in par. U4710-B, upon relief from such duty, from the:

1. Member's last duty station, or

2. Place to which such HHG were last transported at GOV'T expense, to the:

a. HOR, or

b. PLEAD or active duty for training.

NOTE: NTS is not authorized.

F. Member Required to Vacate GOV'T/GOV'T-controlled QTRS or Privatized Housing upon Separation or Relief from Active Duty. A member authorized HHG transportation under par. U5360-A, who is required by competent authority to vacate GOV'T/GOV'T-controlled QTRS or privatized housing, is authorized a short distance HHG move from the vacated QTRS/privatized housing to a local temporary residence in the vacated QTRS/privatized housing vicinity. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to this short distance move. HHG transportation is authorized, within the time limit in par. U5360-G and the member's prescribed weight allowance, from the local temporary residence to the member-elected place under par. U5125.

G. Time Limit. Authorization for HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines "practicability" based on the facts

and circumstances in each case. In hardship cases, a time limit extension may be authorized/approved for a specific additional period of time through the Secretarial Process. A time limit extension for transportation in no way extends the GOV'T's obligation for storage costs for longer than the period authorized/approved under par. U5360-B (for NTS) or par. U5375-B (for SIT). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the GOV'T acting as the member's agent for the extension period, provided:

1. Continued storage is authorized/approved through the Secretarial Process (par. U5012-I), and

2. The member agrees to pay all costs for NTS for any period in excess of the authorized (NTE 180 days) storage period.

Following the NTS expiration, the HHG must be transported as soon as possible to the final destination.

H. Member Ordered Home to Await the Results of Disability Proceedings. A member, who is:

1. Found by a physical evaluation board unfit to perform the duties of the member's grade,

2. Not authorized a HOS move under par. U5130,

3. But who, for the GOV'T's convenience, is ordered home or to a specific location to await the disability proceedings results,

is authorized HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Authorization for HHG transportation when a separation or other order is ultimately issued is in addition to the transportation made under this par. U5360-H. However, the authorization upon final results of physical disability proceedings is for the cost for the distance from the member's PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions. A member serving in CONUS, who has no dependent and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS. For a member stationed in CONUS who has a dependent, par. U5370-H; for a member stationed OCONUS, par. U5370-B2.

J. Enlisted Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is authorized HHG transportation from:

1. The last or any previous PDS,

2. A designated place, or

3. An authorized place of storage

Transportation may be between other places. The member is responsible for payment of all transportation costs in excess of transportation from the authorized origin to one of the authorized destinations. The member is authorized storage as in par. U5360-B above.

K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty. A member, authorized HHG transportation under par. U5360-A, who is recalled to active duty after separation from the Service or relief from active duty, and who has HHG in NTS under par. U5360-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service or relieved from active duty provided the member is otherwise authorized such storage. If the member is ordered on:

1. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,

2. A PCS incident to the recall, continued NTS IAW an applicable item in par. U5380 may be authorized on the PCS order and provided to the member.

Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service or relieved from active duty under honorable conditions, the member is authorized NTS under par. U5360-B and HHG transportation (par. U5360-A) to a location the member elects under par. U5125. However, the HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated or released from active duty, following the recall to active duty. If the member dies after separation from the Service or relief from active duty following the recall, par. U5360-L applies.

SECTION 7: 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

(Pars. U5130 and U5230 for related member/dependent transportation.)

*A. HOS Authorized. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. U5340), from storage, or any combination thereof, to the member's HOS (under par. U5130) when the member is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service);

2. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, 14 February 1967);

3. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

4. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

Except for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D through F), HHG must be turned over for transportation within 1 year following active duty termination. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation of the member's maximum PCS HHG weight allowance in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest cost (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. U5360 when the member:

1. Is retired without pay;

2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

3. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

C. Storage

1. General. A member or a dependent, authorized HHG transportation under par. U5365-A or U5365-K, is authorized NTS. The authority begins on the date the order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. U5365-D and U5365-H.

2. One-Year Period Extended because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is authorized NTS under par. U5365-D. Par. U5012-I.

3. One-Year Period Extended because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in par. U5365-A has been extended under par. U5365-E or U5365-F, may be continued in NTS with the GOV'T acting as the member's agent for the extension period, provided:

a. Continued storage is authorized/approved through the Secretarial Process (par. U5012-I), and

b. The member agrees to pay all costs for NTS for any period in excess of 1 year from the active service termination date, or the longer period authorized by par. U5365-D, if applicable.

4. SIT. SIT of a shipment from NTS under par. U5365-A or U5365-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

a. Necessary because of conditions beyond the control of the member, or dependent (if applicable);

b. Such conditions arise after transportation from NTS; and

c. Authorized/approved IAW Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in SIT under par. U5375 as part of HHG transportation under par. U5365-A or U5365-K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, authorized HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. U5365-A) and storage is authorized (par. U5365-C). Authority for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or medical treatment termination, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process (par. U5012-I).

2. During 1-Year Period after Date of Termination of Active Duty. A member, authorized HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization or treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process (par. U5012-I). The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization or treatment period occurring within that year. NTS in excess of this total time is at the member's expense. ***Further time limit extension for NTS is not authorized.***

E. Member Undergoing Education or Training. A member authorized HHG transportation under par. U5365-A who:

1. On the active service termination date is undergoing education or training to qualify for acceptable civilian employment, or

2. Begins such education or training during the 1-year period following active service termination, or during the longer period authorized/approved under par. U5365-D (if applicable),

is authorized HHG transportation until 1 year after the education or training is completed, or 2 years after the active duty termination date, whichever is earlier, and continued NTS provided:

1. Such additional period for storage and transportation is authorized/approved through the Secretarial Process (par. U5012-I), and

2. The member agrees to pay all costs for NTS for any period over 1 year from the active service termination date (par. U5365-C), or the longer period authorized by par. U5365-D, if applicable.

A further time limit extension for HHG transportation and continued NTS at member's expense but under GOV'T auspices, may be authorized/approved through the Secretarial Process (par. U5012-I). Notwithstanding the time limit extension within which HHG transportation must begin, the storage period at GOV'T expense is as specified in par. U5365-C.

F. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5365-A may be authorized/ approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved through the Secretarial Process, if in the Service's best interest, or substantially to the member's benefit and not more costly or adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. U5365-D and U5365-E. These extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional authorized period for a specific period of time may then be authorized/approved through the Secretarial Process (B-126158, 21 April 1976). These extensions do not extend the GOV'T's obligation for storage costs for longer than a 1-year period from the active duty termination date, except where a longer period is authorized under par. U5365-D. The delayed HHG transportation under par. U5265-F must be incident to the member's separation from the Service (B-207157, 2 February 1983).

NOTE: Par. U5012-I for restrictions to time limit extensions.

G. Member Required to Vacate GOV'T/GOV'T-controlled QTRS or Privatized Housing before Selecting a Home. A member authorized HHG transportation under par. U5365-A, who is required by competent authority to vacate GOV'T/GOV'T-controlled QTRS or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated QTRS/privatized housing to a local temporary residence in the vacated QTRS/privatized housing vicinity. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies for this short distance move. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home under par. U5365-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. U5365-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise authorized such storage. If the member is ordered on:

1. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,

2. A PCS incident to the recall, continued NTS IAW an applicable item in par. U5380 may be authorized on the PCS order and provided to the member.

Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. U5365-C) and HHG transportation (par. U5365-A) to a HOS. However, the HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status). If the member dies after reversion to retired status, par. U5365-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS, or to the PLEAD, whichever the member elects for travel allowances.

J. Member on the TDRL Who Is Discharged or Retired. A member on the TDRL, when discharged with severance pay or retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is not authorized HHG transportation ICW such discharge or retirement; but may be eligible for HHG transportation to HOS (par. U5365-A), to storage (par. U5365-C), or to extensions (par. U5012-I) granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. U5365-D, U5360-E, and U5365-F).

K. Member Dies after Retirement or Release

*1. After Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies after selecting a home under par. U5130, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, or other dependent-selected place, or partly to each. The dependents are financially responsible for all costs in excess of the transportation cost in one lot to the member's HOS. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance to the member's HOS. Par. U5365 also applies when the member completed travel to the HOS.

*2. Before Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies before selecting a home under par. U5130, or if a home has been selected before HHG transport and the member's travel to the HOS, the HHG may be transported at GOV'T expense at the dependent's request to the member's HOS or the dependent-selected home that would have been authorized under par. U5130-A, or partly to each. The dependents are financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance in one lot to the dependent-selected home. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.

3. Time Limits. The same time limits as prescribed for a member in par. U5365 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

L. Member Ordered Home to Await Disability Retirement. A member, found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the GOV'T's convenience, is ordered home or to a specific location to await another order ICW disability retirement, is authorized HHG transportation to the home or specific location. Shipments transported under par. U5365-L may be re-transported when a retirement or other order is ultimately issued. The maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

SECTION 9: 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

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

***NOTE*: Par. U5241 for related dependent transportation.**

A. General. Par. U5372 prescribes the HHG transportation authority of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), and of a member who dies while entitled to basic pay (37 USC §406(f)). For a member who dies after retirement or release from active duty, par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under par. U5372 only if a reasonable relationship exists between the applicant's circumstances and the destination to which transportation is requested.

2. Weight. ***The HHG weight limitations in par. U5310-B do not apply.*** The HHG weight of a member of the Defense Services is subject to the 18,000 lbs. (net) weight limitation imposed by 37 USC §406(b)(1)(D).

3. Time. The HHG transportation authority under par. U5372 terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (par. U5012-I). If the decedent's estate becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the final court decree date. Effective for deaths occurring on or after 6 January 2006 the following apply:

a. A member dies on or after 6 January 2006 while serving in the active service and entitled to basic pay – the Secretary Concerned must give the dependents not less than 3 years, beginning on the date of the member's death to choose a "home of selection" for travel and transportation allowances purposes.

b. A retiree dying on or after 6 January 2006 who had not yet made a selection at the time of death – dependents, or the retiree's executor if there are no dependents, have 3 years from the member's date of retirement (when the member first accrued the right to select a home) to choose a "home of selection."

Examples:

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 10 January 2006 -- Family had until 30 June 2008 to choose a HOS.

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 3 January 2006 -- Family had until 30 June 2006 to choose a HOS move.

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

C. When Authorized

*1. General. HHG transportation is authorized to a member's HOR or to the member's dependents' residence (including the member's spouse in the case of a member-married-to-member couple), next of kin, or other person authorized to receive custody of the HHG when official notice is received that the member is:

a. Dead,

b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration 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.

*Subject to par. U5372-B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person authorized to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the authority for a final HHG move. Within the time limit established in par. U5372-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. U5372-B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs in excess of the transportation cost of the 18,000 lbs. maximum HHG weight allowance in one lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized SIT while the HHG are in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at GOV'T expense for the dependent's use only if the dependent's final destination is at the interim location to which the HHG are to be transported.

2. Additional Moves

a. Change in Status. HHG transported under par. U5372-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. U5372-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under par. U5372-C1 again may be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move. Also, if a mobile home was previously moved under par. U5545-A, HHG may be transported under par. U5372-C2.

D. Storage

1. General. When the identity of the person authorized to receive the HHG of a member referred to in par. U5372-A is not known or is subject to litigation or, if known, the person has not been located and notified to take custody of the HHG, the HHG may be stored or continued in storage until such time as proper disposition can be made.

2. SIT. SIT of HHG turned over for transportation within the time limits in par. U5372-B may be authorized/ approved under par. U5375. ***SIT in excess of 180 days is the financial responsibility of the person for whom transportation is being made.***

3. NTS

a. Upon Death. Upon request of the dependent, HHG of a member who dies while entitled to basic pay may be placed in NTS IAW par. U5380-L17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized IAW par. U5380-L18.

c. Change in Status Type. If the member is declared dead while in a missing status, NTS is authorized IAW par. U5380-L19.

E. Termination of Missing Status. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at GOV'T expense for the time limit stated in par. U5380-L20. When the member is not returned to active duty, the authority to transportation of HHG placed in NTS under par. U5372-D3b is determined under pars. U5360, U5365 or provisions in par. U5372 which apply upon death of a member, as applicable.

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. If a member on active duty is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse ICW the spouse's next immediate PCS under the circumstances authorized in par. U5372-C. The 1-year time limit and the requirement for additional time in par. U5372-B2 do not apply. This HHG transportation is in lieu of any other transportation authorized in par. U5372-C. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse. Par. U5372-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of par. U5372-G.

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SECTION 12: AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

U5390 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

*A. General. A member may transport HHG between any locations. The GOV'T's expense ***is limited to*** that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or legal heir's home, whichever results in a lesser cost to the GOV'T. This also applies to a member on a PCS order from an administratively weight restricted area. Par. U5340-C1.

Example 1: A member has a PCS order to an unaccompanied OCONUS PDS. The member transports UB (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the 'One Lot' rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments exceeds the member's authorized PCS weight allowance, par. U5340.

***Example 2:** A member has a PCS order from one CONUS location to another. The member transports HHG to the new PDS and HHG to the member's parents' house. Since the member's parents' house is not an authorized location the one lot rule applies and the member is limited to the cost of the member's maximum PCS HHG weight allowance transported in one lot from the old to the new PDS.

Example 3:** Incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation cost to Key West, FL, from Fargo, ND, is compared to the transportation cost of the member's maximum PCS HHG weight allowance (less the weight of any UB/HHG moved between PDSs) from Detroit, MI. However, if the ***weight of the two shipments (from Fargo and Norfolk) exceeds the member's authorized PCS ***weight*** allowance, par. U5340.

B. Summary of PCS HHG Authorized Locations and Weight Allowance. The following table summarizes authorized locations and weight allowances for HHG transportation under a PCS order. The references provide details and ***should be reviewed for thorough understanding***.

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
1. Entrance into the Service – Initial Reporting (par. U5345-A1).	9, 14, 16, 10
2. Member who reenters the service within 1 year of discharge or release from active duty under honorable conditions (par. U5345-A2).	From 5, from 6, 9, 10, 14, 18, 21, 23, , 27
3. Called or ordered to active duty for 140 or more days at one duty station (other than for reasons listed under par. U5345-B2) (par. U5345-B1).	9, 10, 14, 16, 17
4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS (par. U5345-B5).	5, 9, 12, 14 ("if recalled after selecting a HOS"), 19
5. Commissioned or appointed from an enlisted grade to become an officer (par. U5345-B6).	9, 18 ("incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer"), 10, 23,
6. Commissioned from a service academy (par. U5345-B7).	9, 10 ("to first PDS" - reference for restriction), 11 ("from Academy"), 16
7. A PCS with TDY/deployment en route (par. U5345-C1)	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location (par. U5345-D)	5 ("place of storage"), 6, 9, 10, 14, 18, 21

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
9. Upon release from a course of instruction of 20 or more weeks at one location (par. U5345-D)	5 ("from place of storage"), 9, 11 or 15 ("upon release from active duty"), 23 ("if retained on active duty")
10. CONUS area to which HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks (par. U5345-E)	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS (par. U5345-E)	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital (pars. U5345-F2 and U5345-F4)	5 ("place of storage"), 9, 18, 19, 21
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital (pars. U5345-F3 and U5345-F4)	5, 9, 22
14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) (par. U5345-F5)	9, 18, 19 ("to authorized destination"), 21
15. Ordered from a CONUS PDS to await order, detail, assignment, or separation (par. U5345-G1)	5, 9, 18 ("upon receipt of order"), 23
16. Ordered to CONUS from an OCONUS PDS to await order, detail, assignment, or separation (par. U5345-G2)	5, 9, 18 ("to ordered place"), 23 (reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized (par. U5345-G3)	5, 6, 9, 13, 18 (reference for restrictions), 22 ("only from designated place/location to processing if HOS is same location")
18. Ordered on PCS to a PDS in the vicinity of storage (pars. U5345-H)	From/to 5, 9
19. Ordered to an OCONUS PDS to which HHG transportation is permitted (par. U5350-A1)	5, 9, 18 and 20 (reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS to which HHG transportation is to be authorized within 20 weeks of member's port-reporting month (par. U5350-A2)	5 ("for duration of OCONUS assignment" and "HHG for OCONUS PDS may be placed in NTS until transported"), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS to which HHG transportation will not be authorized until 20 or more weeks after member's port-reporting month (par. U5350-A3)	5 ("until transported to OCONUS PDS or for duration of OCONUS assignment"), 9, 20, 25, 28 ("if qualified"), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty) (par. U5350-B)	5, 9, 18 ("to the unit's home port; or the ship, afloat staff, afloat unit or home port for UB") ("When the home port is OCONUS, par. U5350-A1, U5350-A2, or U5350-A3; or par. U5350-D also applies")
23. 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 (par. U5350-C)	5, 9, 20 ("or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location to which dependent transportation has been authorized"), 23 ("to OCONUS PDS in an amount authorized and later from OCONUS PDS to member's new PDS")
24. 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 (par. U5350-D)	From/to 5, 9, 18, 20, 21 ("or place of storage"), 23 ("to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized"), 25, 29

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
25. Ordered from sea duty or OCONUS duty to a CONUS PDS (par. U5350-E)	9, 18, 19 ("except for limitations noted under pars. U5350-C and U5350-D, member is authorized HHG transportation from the designated place, location, or NTS to which HHG were transported under pars. U5350-A U5350-B, U5350-C, and U5350-D, or U5350-H"), 23
26. Ordered from sea duty to OCONUS shore duty PDS (par. U5350-F)	(Pars. U5350-D and U5350-E for limitations to the following) 5 ("but not NTS to NTS"), 9, 18 ("to new or specified location"), 19 ("from prior specified location or place of storage"; "authorized without cost limitation to new OCONUS PDS")
27. Ordered from sea duty to sea duty – home ports identical (par. U5350-G1)	HHG transportation is not authorized except for cases under pars. U5350-D and U5350-E
28. Ordered from sea duty to sea duty – home ports not identical (par. U5350-G2)	5, 9 ("except where restricted –pars. U5350-D and U5350-E"), 18 (or home port), 21, 23 (or home port), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from home port (par. U5350-H)	"only UB transportation to/from deployed ship without regard to distance"
30. Unit home port officially changed. (par. U5350-I)	If not arduous sea duty, same as par. U5350-G2. If arduous sea duty, on the home port change effective date is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Unit home port change officially announced. (par. U5350-J)	5, 9 ("regardless of time left in tour"), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from GOV'T QTRS or privatized housing; (3) vacating local economy QTRS; (4) involuntary tour extension (pars. U5355-B, U5355-C, U5355-D)	9 ("weight allowance does not apply")
33. Separation from the service or relief from active duty except for discharge with severance or separation pay (pars U5360-A and U5360-B)	5 ("or authorized place of storage"), 6 ("very limited"), 9, 18, 21, 30
34. Separation or relief from active duty to continue in the service (par. U5360-C)	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation or relief from active duty upon expiration of enlistment or prescribed term of service (par. U5360-D)	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate GOV'T/GOV'T-controlled QTRS or Privatized Housing upon separation or relief from active duty (pars. U5360-F and G)	5, 6, 9 ("Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. U5125")
37. Member ordered home to await the results of disability proceedings (par. U5360-H)	9 (to the "home or specific location to await results. Then to the final separation point less the cost to waiting point")
38. Member serving in CONUS who has no dependent and is separated from the service under other than honorable conditions (par. U5360-I)	HHG transportation & NTS not authorized
39. Enlisted member ordered to a college (par. U5360-J)	From/to 5 ("or from authorized place of storage"), 6, 9, 11, 15 ("and/or college also"), 18, 21, 30
40. Recalled to active duty after separation from the service or relief from active duty (par. U5360-K)	5, 9 and authorized locations depending on the PCS order. Upon separation following recall, pars. U5360-A and U5360-B for authorized places.
41. Member dies after separation from service or relief from active duty (par. U5360-L)	9, 13 ("If a HOS is selected, NTE HOS") ("If a HOS is not selected, NTE dependent selected location")
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from	To/from 5, 6 ("limited"), 9, 13, 18, 21, 26

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
active duty with readjustment or separation pay – HOS AUTHORIZED (par. U5365-A)	
43. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS NOT AUTHORIZED (par. U5365-B)	5 ("or from authorized place of storage"), 6, (limited) 9, 11, 15, 18, 21, 30
44. Member required to vacate GOV'T/ GOV'T-controlled QTRS or privatized housing before selecting a home (par. U5365-G)	9 ("not limited on short move") ("move from temporary to selected home is within the PCS weight limit")
45. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions (par. U5365-H)	5, 9, 13
46. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions (par. U5365-I)	9, 13 ("previous HOS") or 15 ("whichever member chooses – HOS or PLEAD")
47. A member on the TDRL discharged or retired (par. U5365-J)	5, 6, 9 and 13 if still authorized from originally being put on TDRL
48. Member dies after retirement or release, after selecting a home but before HHG transportation (par. U5365-K1)	*9, 13 ("or place selected by dependents NTE member's maximum PCS HHG weight allowance in one lot to HOS")
49. Member dies after retirement or release, before selecting a home (par. U5365-K2)	9, 13 ("NTE dependents' choice")
50. Member ordered home to await disability retirement (par. U5365-L)	9 ("to the home or specific location; may re-transport to retirement location NTE PDS to HOS" less the cost to waiting point)
51. HHG transportation under unusual/emergency circumstances (par. U5370-A)	9 ("contingent on dependent transportation" in par. U5240)
52. Member serving in CONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-H)	9 ("directly related to dependent transportation" in par. U5240-F), 31
53. Member serving OCONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9, 11, 15
54. Member serving OCONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9 ("may provide"), 11, 15, 18 ("or former OCONUS PDS"), 19, 31
55. Early Return of Dependents from a foreign area -- due to official situations in par. U5900-B (par. U5905-A1)	To/from 5, 9 ("within authorized allowance or admin wt limit"), 22, 31
56. Dependents' Return to Member's OCONUS PDS when authorized due to official situations under par. U5900-B1c (par. U5905-A2)	"To the OCONUS PDS up to the ***cost*** from the place to which the HHG were previously transported
57. Early Return of Dependents from an OCONUS PDS due to national interest (pars. U5900-C and U5905-B)	To/from 5, 9 ("within authorized allowance or admin wt limit"), 22, 31
58. Dependents' Return to Member's OCONUS PDS when national interest reasons no longer exist (pars. U5900-C and U5905-B)	"To the OCONUS PDS up to the ***cost*** from the place to which the HHG were previously transported"
59. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. U5900-D and U5900-E (par. U5905-C1).	To/from 5, 9 ("within authorized allowance or admin wt limit"), 22, 31
60. Dependents do not travel to OCONUS PDS (par. U5905-C2)	To/from 5, 9 ("within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents' location"), 22, 31

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
61. Death of Dependents in OCONUS Areas (par. U5905-C3)	5 ("up to prescribed weight limit")
62. Dependent Return Is Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements (par. U5905-C6a) Member Serves an IPCOT (par. U5905-C6b)	"To the OCONUS PDS up to the ***cost*** from the place to which the HHG were previously transported under either par. U5905-C6a or U5905-C6b"
63. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. (Order authorizing dependent transportation under pars. U5900-D2h(1) through (8)) (par. U5905-C8)	9, 11 or 15, 18 ("OCONUS") or 21 ("OCONUS"), 19, 31
64. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with or without Discharge. (Order authorizing dependent transportation under pars. U5900-D2h(9)) (par. U5905-C8)	"HHG transportation may not be authorized for a distance greater than that from the member's last or former OCONUS PDS to the HOR or PLEAD." NTS not authorized. 11 or 15, 18 ("OCONUS") or 21 ("OCONUS")
65. Authorization following confinement without discharge (par. U5905-C9)	If transported under par. U5905-C8: 23 ("NTE from HOR or PLEAD to the new PDS") If not transported under par. U5905-C8: From 19 ("to the new PDS based on the grade held on the effective date of the PCS order to the new PDS")

Footnotes	HHG Authorized Location/Weight Allowance
1	From PDS to TDY
2	From TDY to TDY
3	From Last TDY to Old PDS
4	From Last TDY to New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance ("When a Member is Ordered from a TDY Station to a New PDS or when a TDY Station Becomes a New PDS, These Shipments Are in Addition to PCS Weight Allowance." Par. U4715)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or Place from which Called/Ordered to Active Duty For Training
15	To PLEAD or to Place from which Called/Ordered to Active Duty For Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	Place HHG Last Transported at GOV'T Expense
20	Any CONUS Point Selected by Member
21	From Any Previous PDS
22	From Any Authorized Location(s)
23	To New PDS
24	Not Used
25	To CONUS Designated Place

Footnotes	HHG Authorized Location/Weight Allowance
26	From CONUS Designated Place
27	Any Place to Which HHG were Transported at GOV'T Expense
28	To OCONUS Non-Foreign Designated Place
29	From OCONUS Designated Place
30	From a Previously Designated Place
31	To a Designated Place or if Dependents Foreign Born, to the Native Country in which the Dependents Will Reside (or Are Residing)
32	From a Designated Place or if Dependents Foreign Born, from the Native Country in which the Dependents Were Residing

SECTION 1: POV TRANSPORTATION

U5400 GENERAL

A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. ***These allowances are discretionary.***

C. POV transportation is authorized unless restricted by the AO or Service PCS- order regulations.

D. Other requirements related to transporting a POV, are at the SDDC website (***http://www.sddc.army.mil/)***, and "Shipping your POV" (***http://www.sddc.army.mil/sddc/Content/Pub/8808/dbcn8808.pdf)***.

U5405 ELIGIBILITY

A. Initial Authorization. A POV (APP A1) may be authorized by a PCS order to be transported for the member's or dependents' personal use when:

1. Ordered to make a PCS to, from, or between OCONUS PDSs;

2. A change in a ship's home port is authorized; or

3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

NOTE: An order authorizing a PCS to, from, or between OCONUS PDSs may authorize POV shipment even though the POV can be driven between the PDSs involved **(e.g., a member PCSing from Germany to Italy may be authorized shipment of a POV).**

B. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/ transportation to/from appropriate port/VPC is authorized.

U5410 TRANSPORTATION

A. Transportation Permitted

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

a. POV unloading port/VPC serving the new PDS;

b. POV unloading port/VPC serving another authorized place (pars. U5410-B, U5455-A and B);

c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or

d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.

4. For Member-Married-to-Member Couples. For combining POV shipping weight limits when husband and wife are members, par. U5420-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (par. U5420-B).

B. POV Transportation when Transportation to the New PDS Not Permitted

NOTE: Storage when POV transportation is not authorized to a foreign OCONUS PDS, Ch 5, Part E2.

1. General. A member:

a. Who is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

1. POV transportation is not permitted to the new PDS;

2. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS; or

3. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a DESIGNATED PLACE (par. U5222-C3a);

b. Is permitted transportation of one POV, intended for the member's or dependents' use, from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

1. Any place in CONUS the member designates, if the old PDS is OCONUS;

2. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or

3. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c; or

4. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

2. Subsequent Transportation. A member:

a. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command-sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/VPC serving the DESIGNATED PLACE to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

b. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS order. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5415 or U5417, or ICW authorized POV storage in Ch 5, Part E2.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at GOV'T expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or

2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983). A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal determination.

D. Reimbursement of Rental Vehicle Cost when a POV Arrives Late. ***This applies to PCS transportation.*** If the POV of a member or member's dependents, transported at GOV'T expense for the member's and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designated required delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the required deliver date. The maximum reimbursement is $210.***

EXAMPLES	
Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	**$00.00**
Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June – 25 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	**$210.00**
(15-21 June – 7 days @ $30/day = $210.00)	
Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June - 6 June
	11June - 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
Member Reimbursement Amount Authorized:	**$210.00**
(7 days vehicle rental @ $30/day = $210.00)	
Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
Maximum Reimbursement Amount Authorized:	**$60.00**
(30-31 Jan – 2 Days @ $30/day = $60.00)	
(Authorization does not start until after the RDD.)	

U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General. An eligible member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service concerned designates the ports, using par. U5435. No authorization exists under par. U5413-A when POV transportation to the new PDS is not permitted (par. U5410-B). For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. U5130-

A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV, pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (par. U2600) from the:

1. Old PDS to the designated POV loading port/VPC; and

2. Designated POV unloading port/VPC to the new PDS.

Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under par. U5413-B.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member and/or dependent(s) who travels via the POV loading port/VPC is authorized:

a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and

b. Reimbursement for transportation (pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

a. Old PDS to the passenger port for self and dependents; and

b. Passenger port to the designated POV loading port/VPC for self.

Reimbursement for travel back to the passenger port is not authorized.

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

a. MALT at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. U5105-B2);

b. MALT at the rate in par. U2605-B for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. U5105-B2); and
c. PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

NOTE: When a dependent accompanies the member and/or delivers the POV to the designated POV port/ VPC, the travel and transportation allowances for the dependent are computed using par. U5220. If a dependent delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, par. U5413-C has dependent travel and transportation allowances.

2. POV Pick-up from POV Port/VPC ICW TDY En Route. An eligible member, who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

a. PCS allowances for direct travel from the passenger port to the designated POV port/VPC;

b. MALT at the rate in par. U2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and

c. MALT at the rate in par. U2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

NOTE: When a dependent accompanies the member and/or picks up a POV from the designated POV port/VPC, the travel and transportation allowances for the dependent is computed using par. U5220. If a dependent picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, par. U5413-D has dependent travel and transportation allowances.

U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS

A. Transportation of a POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/ unloading port to the new PDS.

B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. A travel hazard exists between the port/VPC and PDS;

2. The member is physically unable to drive between the port/VPC and PDS; or

3. The conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

Example 1: The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

Example 2: The member is assigned to an OCONUS country. That country's GOV'T requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE

An eligible member ordered on a PCS between CONUS PDSs may be authorized/approved transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or

2. There is insufficient time (par. U5160) for the member to drive and report to the new PDS as ordered.

NOTE: A dependent's inability to drive does not satisfy this criterion.

U5417 TRANSPORTATION OF A POV WITHIN CONUS INCIDENT TO A PCS

A. General

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS provided that the:

a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS;

b. Member and dependents then travel at one time in one POC;

c. GOV'T's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT-Plus' for driving two POCs to the new PDS (example, par. U5417-D); ***and***

d. Member is financially responsible for all excess costs/additional expenses associated with POV transportation. ***NOTE: If the POV transportation cost exceeds the reimbursement limitation (par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.***

2. MALT and cost reimbursement are separately authorized for driving the second vehicle.

B. Member Possesses More than Two Vehicles. Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle, and

2. Must go through the Secretarial Process IAW JFTR, par. U5015-B.

C. Restrictions

1. A member must not be authorized POV transportation at GOV'T expense if the member has:

a. No dependents,

b. No dependents *eligible* for transportation at GOV'T expense, or

c. No dependents being relocated incident to the PCS.

2. A member who is authorized POV transportation is not authorized commercial travel at GOV'T expense for the member and/or dependents ICW the PCS.

3. The member must personally procure all POV transportation. ***GOV'T-procured transportation is not authorized.***

4. ***Payment of TDY mileage or MALT is not authorized to drop off/pick up the POV ICW transportation.***

5. POV storage at GOV'T expense is ***not authorized*** in lieu of POV transportation in par. U5417.

D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = $1,500.

NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

Step 1 ***Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC***				
	Per Diem		***MALT***	***Total***
Member	$116/day x 8 days ($928)	+	2,666 miles x $.165/mile ($439.89) =	$1,367.89
Spouse	$87/day x 8 days ($696) = (75% of the member's per diem)			$ 696.00
1st Child	$87/day x 8 days ($696) = (75% of the member's per diem)			$ 696.00
2nd Child	$87/day x 8 days ($696) = (75% of the member's per diem)			$ 696.00
Total				**$3,455.89**

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

Step 2 ***Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs***				
	Per Diem		***MALT***	***Total***
Member	$116/day x 8 days = $928	+	2,666 miles x $.165/mile ($439.89) =	$1,367.89
Spouse	$116/day x 8 days = $928	+	2,666 miles x $.165/mile ($439.89) =	$1,367.89
1st Child	$87/day x 8 days ($696) =			$ 696.00
2nd Child	$87/day x 8 days ($696) =			$ 696.00
Total				**$4,127.78**

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Step 3 ***Reimbursement Limitation to Drive One POC and Transport One POV***	
Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs ($4,127.78) ***minus*** the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC ($3,455.89). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (***The $1,500 amount shown is for illustration purposes only***.)	$1,500.00
2. Reimbursement limitation is $4,127.78 (Step 2) - $3,455.89 (Step 1) =	$671.89
3. Total out-of-pocket expense for the member to 'drive one & ship one' is $1,500 – $671.89 =	**$828.11**

E. Cost Reimbursement Example. The example below is based on a member-married-to-member couple, and two other dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = $1,500.

1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

*__Step 1__ ***Member, Member, and 2 Children, Perform Concurrent Travel in One POC*** (Par. U5105-B)				
	Per Diem		***MALT***	***Total***
Member 1	$116/day x 8 days ($928)	+	2,666 miles x $.165/mile ($439.89) =	$1,367.89
Member 2	$116/day x 8 days ($928)			$ 928.00
1st Child 75% of Mbr 1 Per Diem	$87/day x 8 days ($696) =			$ 696.00
2nd Child 75% of Mbr 2 Per Diem	$87/day x 8 days ($696) =			$ 696.00
Total				**$3,687.89**

2. Step 2. Construct the cost for the 2 members and 2 children to perform non-concurrent (***not*** traveling on the same route at the same time) travel in two POCs.

Step 2 **Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs**				
	Per Diem		***MALT***	***Total***
Member 1	$116/day x 8 days = $928	+	2,666 miles x $.165/mile ($439.89) =	$1,367.89
Member 2	$116/day x 8 days = $928	+	2,666 miles x $.165/mile ($439.89) =	$1,367.89
1st Child 75% of Mbr 1 Per Diem	$87/day x 8 days ($696) =			$ 696.00
2nd Child 75% of Mbr 2 Per Diem	$87/day x 8 days ($696) =			$ 696.00
Total				**$4,127.78**

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Step 3 ***Reimbursement Limitation to Drive One POC and Transport One POC***	
Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs ($4,127.78) ***minus*** the cost of both members and 2 children, performing concurrent travel in 1 POC ($3,687.89). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (***The $1,500 amount shown is for illustration purposes only***.)	$1,500.00
2. Reimbursement limitation is $4,127.78 (Step 2) - $3,687.89 (Step 1) =	$439.89
3. Total out-of-pocket expense for the member to 'drive one & ship one' is $1,500-$439.89 =	**$1,060.11**

U5420 TRANSPORTATION RESTRICTIONS

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at GOV'T expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary Concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;

2. Determined to be necessary for reasons of national interest by the Secretary Concerned or higher authority; or

3. Directed by that country's government.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.

2. Excess cost collection is IAW Service regulations.

3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined to transport one larger POV at GOV'T expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members, each under a PCS order.

2. Payment for transporting the vehicle may not exceed the total cost the GOV'T would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

U5425 TRANSPORTATION METHODS

NOTE: ICW transportation of a POV within CONUS, when advantageous and cost-effective to the GOV'T, the member is responsible for making all arrangements (par. U5417).

A. GOV'T/Commercial Transportation. Transportation of a POV may be by GOV'T/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in par. U5116-C3.

NOTE: Transportation of a POV by air is not authorized at GOV'T expense (54 Comp. Gen. 756 (1975)).

B. Personally Procured Transportation. An eligible member, who has not transported a POV at GOV'T expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a GOV'T representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the GOV'T had arranged the transportation (51 Comp. Gen. 838 (1972)). The cost of a vehicle transported on a car ferry with the member/dependent(s) is a reimbursable transportation expense (par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances (par. U5455-E).

U5435 PORTS/VPCS USED

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

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the GOV'T for any excess cost involved.

2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/ VPC in a different country is authorized/approved by the Secretarial Process.

3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV, even if the primary port/VPC is OCONUS.

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

1. The PCS order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;

2. Transshipment is authorized by the Secretarial Process;

3. The member agrees to reimburse the GOV'T for the transshipment cost; or

4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING POV TRANSPORTATION

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at GOV'T expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC, whichever provides the greater authorization, serving the:

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

2. Present PDS to the POV unloading port/VPC serving the new PDS.

NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable, par. U5410-A), par. U5417, or ICW authorized POV storage in Ch 5, Part E2.

B. Error. A POV, transported by the GOV'T to a wrong destination, must be reshipped or transshipped to the proper destination at GOV'T expense.

C. Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at GOV'T expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued. POV transportation is permitted (pars. U5410-A and U5420-B), before a PCS order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;

2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;

3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the

member to make a PCS and the date the PCS order is actually issued. General information furnished to the member concerning the issuance of a PCS order before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) are not advice that the order would be issued (52 Comp. Gen. 769 (1973)).

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the GOV'T must be collected (par. U1010-B9). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. Official and Personal Situations

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

a. Ordered on PCS to an OCONUS PDS; and

b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

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

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

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. A member whose PDS is OCONUS, and who is not authorized transportation of a POV ICW early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an order, dependents are not returning to CONUS, etc.), is authorized, and an order may be issued providing for transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

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

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and

2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS DESIGNATED PLACE.

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

D. PDS Evacuation. Pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at GOV'T Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at GOV'T expense (including required overland transportation) to:

(1) The member's HOR;

(2) The dependents' residence;

(3) Next of kin, or other person authorized to receive custody of personal effects; or

(4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. ***The 20 measurement ton per vehicle restriction does not apply to par. U5455-E.***

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par.U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

NOTE: Both POVs must be transported to the same destination.

2. POV Transported by Other than the GOV'T

a. In lieu of having the GOV'T transport the POV(s), the member, the dependent, next-of-kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

(1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – ***but not a mileage payment*** - is authorized); or

(2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

b. The total reimbursement cannot exceed the cost that would have been incurred had the GOV'T transported/stored the POV(s). Service claims regulations has GOV'T damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at GOV'T expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at GOV'T expense, no reimbursement is paid unless ***both POVs do not arrive*** at the authorized destination by the designated delivery date(s).

4. Storage

a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at GOV'T expense until such time as proper disposition can be made.

b. Storage in Transit (SIT). SIT of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. ***SIT in excess of 180 days in such cases is the financial responsibility of the person for whom the shipment is being made.***

c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

5. Additional Moves

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

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

F. POV Transportation for Dependents Relocating for Personal Safety. Par. U5205.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has POV transportation authorized by a PCS order, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). ***Transportation under par. U5456 exhausts the authorization for transportation of a POV under the member's PCS order.***

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

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

NOTE: Par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active

service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, E, and F).

***NOTE*: Par. U5012-I for restrictions to time limit extensions.**

C. Incident to PCS. Unless otherwise prescribed in this Volume or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

U5460 CARE AND STORAGE

The GOV'T's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

This applies to GOV'T-authorized movement of a POV for a member or the member's dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at GOV'T expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first.

***NOTE*: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is $210 (Examples, par. U5410-D).**

PART F: MOBILE HOME TRANSPORTATION

U5500 PRIVATELY OWNED MOBILE HOMES

*A. General. This Part prescribes mobile home transportation allowances for a member ordered to make a PCS move. Transportation of the TDY HHG weight allowance under Chapter 4, Part G, for TDY en route, is authorized in addition to mobile home allowances. ***The constructed GOV'T cost to transport the mobile home, any HHG removed from the mobile home (par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, cannot exceed the GOV'Ts 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs. The constructed measure for mobile home transportation is always the 'Best Value' transportation cost of the member's maximum PCS HHG weight allowance between the authorized points.*** (Example: A member moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The mobile home transportation cost from NC to MO is compared to the PCS HHG weight allowance transportation cost from NC to CA.) For the Armed Forces and NOAA, the member's maximum cost authorization is determined by using the 'Best Value' methodology for the channel times the member's authorized maximum HHG weight amount for grade/dependency status. For details on determining best value costs refer to the USTRANSCOM website under DP3 business rules at ***http://www.transcom.mil/j5/pt/dtr_part_iv.cfm***. For PHS, the GOV'T's cost to transport the member's maximum PCS weight allowance is determined by using the method PHS would have selected to transport the member's HHG.

B. Eligibility. A member authorized HHG transportation at GOV'T expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when:

1. The mobile home is acquired on/before the member's PCS order effective date;

2. The member certifies that the member or member's dependents intend to use the mobile home as a residence at the location to which it is being moved (exceptions in par. U5505-C);

3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's (or dependent's/heir's) expense and to the GOV'T'S satisfaction to withstand the transportation rigors. Par. U5505-E for mobile home body and chassis preparation costs which are reimbursable or which may be performed at GOV'T expense.; and

4. The member is ordered on a PCS between places discussed in par. U5505, or mobile home transportation is authorized under par. U5540, U5545 or U5915.

C. Geographic Limitations. Mobile home transportation allowances may be authorized only for movement between:

1. PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized member (or dependent/heir) is from the old PDS to the new PDS or between any other two points subject to the limitation that ***the GOV'T'S cost liability is limited to the total cost to the GOV'T to transport the member's PCS HHG weight allowance between the old and new PDSs.***

2. CONUS or Alaska PDS and a PDS neither in CONUS nor Alaska. A member, or the member's dependent/ heir (in the case of the member's death), is authorized mobile home allowances:

a. Within CONUS or Alaska,

b. Between CONUS and Alaska, or

c. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

d. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

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

D. Delayed/Deferred Mobile Home Transportation. The member may elect not to move a mobile home when authorized. However, mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS authorizations/orders, up to the greater of the distances in items 1 and 2. Example in par. U5310-A3.

1. To the new PDS from the former PDS from which the mobile home was not moved, or

2. From the current PDS from which the member is being ordered.

U5505 MOBILE HOME TRANSPORTATION

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

B. Member Married to Member. When both husband and wife are members, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the GOV'T may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and

2. Authorized movement of a mobile home on a PCS order.

***NOTE*: When one spouse is a uniformed member and the other an employee, and each has a separate PCS order, they may combine their PCS HHG weight allowances (JTR, par. C10005-B).**

C. Single Member/Concurrent Travel Performed. A member:

1. Without dependents, or

2. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor in Alaska,

is authorized the same mobile home transportation to a selected point as authorized in par. U5505-D.

***NOTE*: A selected point is a location within CONUS or Alaska at which the mobile home is kept while a member and dependent(s) (or single member) is at an OCONUS PDS other than in Alaska.**

D. Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska. When a dependent(s) is authorized to travel to/from the designated place/selected point in either CONUS or Alaska to a member's new PDS (which is neither in CONUS nor in Alaska), the member is authorized mobile home transportation and the transportation of HHG removed from the mobile home (par. U5515-G) to:

1. The boarder crossing/appropriate port,

2. Designated place, or

3. Selected point.

The member also may transport UB and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS. ***The GOV'T's cost liability to transport the mobile home, any HHG removed from the mobile home (par. U5515-G), and UB/HHG to the new PDS for the member's use, is NTE the GOV'T's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.***

EXAMPLE

Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 lbs. of HHG. The member transports a mobile home and 1,000 lbs. of HHG (using par. U5515-G) from the old PDS to Cleveland, OH, and 4,000 lbs. of HHG to the new PDS in Germany. The amount that the GOV'T pays to transport the mobile home and the 1,000 lbs. of HHG to Cleveland, and the 4,000 lbs. of HHG to Germany may not exceed the GOV'T's cost to transport the member's PCS HHG weight allowance of 12,000 lbs. from the old CONUS PDS to the new PDS in Germany.

E. Return from a PDS neither in CONUS nor Alaska. A member is authorized mobile home transportation:

1. Within CONUS or Alaska and,

2. Between CONUS and Alaska from the designated place in CONUS or Alaska, or

3. The selected point in CONUS or Alaska to the new PDS.

The GOV'T's cost liability to transport the mobile home, any HHG removed from the mobile home (par. U5515-G) and UB/HHG to the new PDS for the member's use is NTE the GOV'T's cost to transport the member's PCS weight allowance between the old and new PDSs. Example in par. U5505-D.

F. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized the mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

U5510 GOV'T-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

A. Routing. The member is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is GOV'T-procured. Expenses for transporting a mobile home at GOV'T expense is limited to mobile home transportation by the usual highway routing within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

B. Personally Procured Commercial Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under par. U5500 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or SIT costs (as prescribed in pars. U5510-B2, U5510-C1, and U5510-C5) IAW pars. U5500-A and U5555. SIT and dry storage reimbursement are authorized in par. U5555. ***Reimbursement must not exceed that amount provided for in par. U5500-A.***

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the member (or dependent/heir) must:

a. ***Ensure that the bill includes specific cost itemization of charges***;

b. Find out from the carrier what part of the preparation responsibility is the carrier's and what part is the shipper's (i.e., the member or dependent/heir);

c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and

d. Ensure that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/and repair charges that would be the shipper's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (par. U5510-C6 for preparation fees allowed as transportation costs), reimbursement is allowed for:

a. Carrier's charges for actual mobile home transportation in an amount NTE charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;

b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and

c. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. When mobile home transportation is by a personally procured commercial transporter, reimbursement is not allowed for:

a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (a member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges);

b. Insurance/excess valuation costs over the carrier's maximum liability;

c. Special handling costs requested by the member; and

d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

C. Movement other than by Commercial Transporter

1. Reimbursement. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, reimbursement is for actual transportation subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C6, and U5510-C7. The distance computation is prescribed in par. U2020.

2. Origin/Destination within CONUS or within Alaska. When the origin/destination of a transported mobile home moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined under par. U2020.

3. Origin/Destination Is an Island within CONUS or within Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

4. Origin/Destination Not in CONUS or Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is other than that contained in pars. U5510-C2 and U5510-C3, the allowable distance is limited to the distance for which the mobile home is transported within or between any points in CONUS, within or between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance using par. U2020.

5. Transportation over Water. Over-water mobile home transportation is authorized only for transportation of such homes from an origin within CONUS or within Alaska to a destination either within CONUS or within Alaska. When a boat used as a primary residence is transported over water, the transportation allowance costs include:

a. Fuel/oil used for propulsion of the boat;

b. Open water pilots or navigators;

c. Crew;

d. Harbor pilots;

e. Docking fees incurred in transit;

f. Harbor/port fees and similar charges relating to entry in and navigation through ports;

g. Towing, whether in tow or towing by pushing from behind; and

h. Similar expenses.

6. Other Costs Allowed. In addition to the allowances in pars. U5510-C1 through U5510-C5, a reimbursable allowance includes costs generally associated with mobile home ***preparation*** at an origin inside Alaska or CONUS for transportation/resettling at the destination inside Alaska or CONUS. ***Costs are not reimbursable for preparation of mobile homes located outside Alaska or CONUS for transportation/resettling outside Alaska or CONUS.*** Preparation costs include:

a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;

b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;

c. Blocks purchased in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;

d. HHG packing/unpacking associated with the mobile home;

e. Disconnecting/connecting utilities;

f. Skirting removal/installation labor costs;

g. Movement/reassembling costs of separating, preparing, and sealing each section of the two halves of a double wide mobile home;

h. Trailer towing lights installation/removal;

i. Reasonable extension costs of existing water/sewer lines;

j. Dismantling/assembling costs for a portable room appended to a mobile home;

k. Expando charges;

l. Anti-sway device charges ***(transportation expense)***;

m. Over-dimension charges and/or permits ***(transportation expense)***;

n. Wrecker service when required ***(transportation expense)***; and

o. Similar expenses.

7. Self-propelled Mobile Home Driven Overland. Reimbursement is:

a. At the automobile mileage rate (par. U2600) for the official distance between the points authorized, or

b. For actual transportation costs subject to the limitation in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7.

See NOTE in par. U5510-C9 below.

8. Self-propelled Mobile Home Driven over Water. Reimbursement is the:

a. Actual transportation costs subject to the limitations in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7; or

b. Automobile mileage rate (par. U2600) per overland mile for the official distance between the authorized points.

NOTE in par. U5510-C9.

9. Mobile Home Moved by Overland Towing. Reimbursement is for actual transportation costs subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7.

NOTE: Reimbursement must not exceed the amount in par. U5500-A. Reimbursement is authorized for SIT in par. U5555.

D. GOV'T-procured Transportation.

1. GOV'T-procured Transportation. ***Par. U5500-A.*** The GOV'T arranges the member's mobile home transportation by commercial/GOV'T means to/from the points authorized in this Part. The GOV'T pays all transportation costs (an eligible member or dependent/heir must sign a written agreement to be financially responsible for all excess costs, (including excess distance charges, excess HHG charges and those charges listed in par. U5510-B3)), up to what it would have cost the GOV'T to transport the member's PCS HHG weight allowance from the old to new PDS. ***The member does not receive any other allowances for the transportation involved.***

NOTE: Example, par. U5505-D.

2. Costs Not Allowed. The following costs are the financial responsibility of the member for repayment:

a. Storage charges accruing at any point unless caused by conditions beyond the member's control;

b. Special handling costs requested by the member;

c. Insurance/excess valuation costs over the carrier's maximum liability;

d. Body/chassis mobile home preparation costs and any repairs/maintenance performed en route including replacement costs for parts/tires; and

e. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

E. Transportation Partly by Commercial Transporter and Partly by other Means. The allowances described in pars. U5510-B and C apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

U5515 MOBILE HOME TRANSPORTATION FACTORS

A. Mobile Home Allowance Application. Mobile home transportation precludes UB/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. U5515-G). The member may not request or accept payment, for transportation of the member's PCS HHG weight allowance at GOV'T expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation. However,

the member may receive mobile home transportation allowances to a designated place under par. U5505 and may later transport UB/HHG or transport a mobile home under par. U5505.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently transport HHG under par. U5330-F5. Par. U5500-A for mobile home transportation cost limitations.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service transportation officer. In these cases, the member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

D. Order Amended, Modified, Canceled, or Revoked. When a member's mobile home is transported under pars. U5510-A or B after a PCS order is received and the PCS order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances to the original destination (as if the transportation was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate.

EXAMPLE

The member receives a PCS order and after receiving the PCS order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS the member's PCS order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home transportation back to the old PDS.

E. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the ***last*** PDS may be authorized at any combination of the point of origin, in transit, or at destination.

F. Transportation before an Order Is Issued. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. U5510-A or U5510-B before a PCS order is issued, in the same manner as HHG under par. U5330-G. The member is authorized reimbursement under par. U5510-B only if a PCS order is later issued. The member should retain the AO's/designated representative's written certification (par. U2115-B) that the member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

G. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at GOV'T expense under par. U5330-F5.

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

Mobile home transportation involving excess costs may be made. Par. U1010-B9. The GOV'T is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part. These excess transportation costs may be allowed when a member is:

1. Discharged, resigns, or separates from active duty resulting in a non-pay status, or

2. Deceased, or

3. Authorized by Service regulations.

U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (either GOV'T or economy) on which the mobile home is located, is authorized GOV'T-procured transportation/ reimbursement for the expenses incurred (including SIT under par. U5555) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,

2. Moving it to another location, and

3. Installing it at the new site (52 Comp. Gen. 69 (1972)).

Also par. U5510-C6.

C. Non-reimbursable Expenses. Par. U5510-D2.

D. Cost Constraints. ***The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs. of HHG***.

E. Ownership. ***The member (or a dependent) must own the mobile home when it is moved***.

U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. U5370-B1 and B2:

a. To a designated place in CONUS, or

b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. U5500 are met. This mobile home transportation is in lieu of transporting HHG except as authorized in par. U5330-F3. The order authorizing dependent transportation (under pars. U5240, U5905 and U5915) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. U5370 the transportation is authorized. ***After a mobile home is transported due to dependent travel/ transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.***

2. Member Assigned to Full PCS Weight Allowance Area. The GOV'T's financial responsibility for mobile home and HHG (par. U5330-F3) transportation to the designated place may not exceed the GOV'T's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place.

EXAMPLE

Dependents return from Hawai'i and 1,000 lbs. of HHG are transported from Hawai'i to the designated place in Detroit, MI. The member's mobile home was last transported at GOV'T expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 lbs. of HHG from Hawaii to Detroit.

3. Member Assigned to Administratively Weight-restricted Area. The mobile home may be transported from a point in CONUS (or Alaska) to the designated place. The GOV'T'S financial responsibility for mobile home

and HHG transportation is IAW the basic authorization (par. U5500) to transport the member's PCS HHG weight allowance, minus the weight of HHG transported from OCONUS, from:

a. The member's last PDS in CONUS (or Alaska), or

b. The CONUS port (or Alaska) through which the member's HHG from OCONUS would be transported to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice. A member authorized HHG transportation under par. U5370-F is authorized mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5500 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, authorization is in par. U5500-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than the prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at GOV'T expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS. The authorization is limited to that situation when the tour is extended due to:

1. Unusual circumstances, and

2. The needs of the Service.

This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment (B-208861, 10 November 1982).

U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the U.S. who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status (APP A1) and to a member who dies while authorized basic pay. Transportation is authorized by one, or a combination, of the following:

1. GOV'T-arranged transportation;

2. Personally arranged transportation via a commercial transporter;

3. Transportation by a means other than those specified in pars. U5545-A1 and A2.

Mobile home transportation/incidental costs under this subparagraph are at GOV'T expense. The ceilings prescribed elsewhere in this Part do not apply. Transportation payments authorized by par. U5545-A may be made in advance IAW par. U1010-B5.

B. Authorized Transportation. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

1. Dead;

2. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or

3. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year. A mobile home transported under par. U5545-B2 may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when through the Secretarial Process it is determined the circumstances justify an additional move. Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under par. U5545-C.

D. Death of a Member. When a member with a mobile home dies while on active duty, one dependent of the member is authorized the mobile home transportation allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. The mobile home is to be used by the dependent as a residence at destination, and

2. Mobile home transportation is completed within 1 year after the member's death, or

3. For GOV'T-procured transportation, the mobile home is turned over to a transportation officer within 1 year after the member's death.

Through the Secretarial Process an extension of the time limits in pars. U5545-D2 and D3 may be authorized/approved (par. U5012-I).

U5555 TEMPORARY STORAGE

A. General. ***The law precludes more than 180 days of SIT.*** SIT is storage authorized with mobile home transportation. This storage is cumulative and may accrue at any combination of origin, in transit, or destination. When storage facilities are unavailable at origin or destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the actual storage period governs, regardless of billing practices. The SIT cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance. ***Except as provided in pars. U5555-C and D, the member is financially responsible for all SIT costs when a mobile home is placed in storage under a PCS order but not transported.***

B. SIT Time Limits

1. SIT - First 90 Days. A member is authorized mobile home SIT at GOV'T expense for 90 days with any authorized mobile home transportation. ***When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under par. U5555-B.***

2. SIT - after the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in SIT after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:

a. Serious illness of the member;

b. Serious illness or death of a dependent;

c. Directed TDY after arrival at PDS;

d. Non-availability of suitable permanent location for mobile home; or

e. Acts of God.

C. Order Amended, Modified, Canceled or Revoked

1. Order Amended/Modified. After the date the mobile home was released to a transportation service provider (TSP)/the GOV'T for shipment/SIT, a member whose PCS order is amended/ modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS order until the amended/modified order effective date. After that the amended/modified PCS order establishes the storage allowance.

2. Order Canceled/Revoked. A member on a PCS order, which is canceled/ revoked after the date a mobile home is released to a transportation service provider (TSP)/the GOV'T for shipment/SIT, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized SIT with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in SIT when the PCS order is received, is authorized continued SIT (regardless of the time limit prescribed in par. U5555-B) until the new PCS order effective date or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

U5560 FUNDS ADVANCE

Mobile home transportation allowances may be paid in advance when mobile home transportation (including necessary incidental expenses) is personally procured. ***The advance is NTE the estimated amount allowable and may not be paid directly to a carrier.***

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CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

Paragraph **Title/Contents**

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*U7000 CADET/MIDSHIPMAN TRAVEL TO AND FROM A SERVICE ACADEMY

*A. Upon Entrance to the Academy

1. Person Other than an Enlisted Member

a. A person (other than an enlisted member) entering an academy is authorized PCS allowances for officers (Ch 5).

b. PCS allowances are authorized for travel performed, NTE allowances for the official distance between the:

(1) Abode,

(2) Home, or

(3) School,

that the person certifies was the place from which travel began, and the academy involved.

2. Enlisted Member. An enlisted member is authorized PCS allowances for an enlisted member (Ch 5).

B. Upon Graduation and Commission

*1. Graduate Officer Leaves the Academy

a. A commissioned graduate traveling under a PCS order to the first PDS is authorized PCS allowances (Ch 5), including dependents (par. U5222-A2), and HHG (par. U5345-B7).

b. PCS allowances are calculated based on the actual distance traveled, but may not exceed what would have been paid based on the official distance from the academy/home, to the first PDS (via TDY site, if TDY en route) as designated in the order.

c. Per diem while TDY en route:

(1) Is the same as for a member's TDY (par. U4101-3), and

(2) Applies when an officer departs from an academy pursuant to a PCS order but returns there for TDY en route before reporting to the first PDS.

*2. Graduate Officer Remains at the Academy

a. Upon graduation and commissioning and before beginning PCS travel , the academy is the PDS for per diem purposes, if an officer:

(1) Remains at the academy, or

(2) Returns to the academy after graduation leave.

b. An Officer is not authorized per diem while at the academy, but if ordered TDY away from the academy, is authorized per diem at the TDY site, for the relevant TDY and travel period.

*C. Separation. A cadet/midshipman (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized PCS allowances (Ch 5) for travel from the academy to the abode, home, or proper PDS.

*D. Rejected Applicants

1. A prospective cadet/midshipman (other than enlisted), who travels to an academy, at the GOV'T's invitation, to accept an appointment, and is rejected for admission; is authorized PCS allowances for officers (Ch 5).

2. PCS allowances are authorized for round trip travel performed, NTE allowances for the official distance between the:

a. Abode,

b. Home, or

c. School

that the person certifies was the place from which travel began, and the academy involved (53 Comp. Gen. 236 (1973)).

***U7001 CADET/MIDSHIPMAN ON TDY**

*A. GOV'T QTRS and GOV'T Dining Facility/Mess Available. A cadet/midshipman is authorized the same TDY allowances as an officer, except that no per diem is payable at the academy when both GOV'T QTRS and a GOV'T dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day.

*B. GOV'T Meal Rate for Cadet/Midshipman. The meal rate for a cadet/midshipman is equivalent to the Enlisted Basic Allowance for Subsistence (BAS) rate (APP A1, **GOVERNMENT MEAL RATE).**

U7002 TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO A SERVICE ACADEMY

*A. Active Duty Uniformed Service Member

1. An active duty member ordered TDY to take preliminary, entrance, or final examinations for admission to an academy, is authorized TDY allowances.

2. ***Travel and transportation allowances to compete for Congressional nominations is not authorized under JFTR.***

*B. Civilian or RC Member Not on Active Duty. Travel and transportation allowances are not payable ICW travel performed for examinations preparatory for admission to an academy, to a:

1. Civilian, or

2. RC member not on active duty.

U7005 AVIATION CADET

An aviation cadet, on active duty traveling under an order, is authorized travel and transportation allowances on the same basis as an officer on TDY.

*PART B: UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS TRAVEL

U7025 TRAVEL INCIDENT TO APPLICATION PROCESSING

*A. General

1. Application. This Part applies to applicants and rejected applicants for:

   a. The Uniformed Services,

   b. The RCs, and

   c. Flight training.

2. Applicant for Flight Training. The term "applicant for flight training" includes:

   a. Civilian applicants for appointment as aviation cadets;

   b. An RC member not on active duty; and

   c. An SROTC member.

*B. Transportation Authority

1. GOV'T Funded Transportation. Transportation at GOV'T expense is authorized for an applicant of:

   a. A Uniformed Service,

   b. An RC, or

   c. Flight training

2. Beginning and Ending Travel

   a. Beginning Travel. Transportation at GOV'T expense is authorized from:

      (1) The place at which application is made, or

      (2) Home.

   b. Ending Travel. Transportation at GOV'T expense is authorized to:

      (1) The place of physical examination,

      (2) The place of qualifying examination, and/or

      (3) Other processing and acceptance into the Service.

3. Return Transportation at GOV'T Expense. An applicant who is:

   a. Rejected, or

   b. Accepted and ordered to return home to await further orders or a reporting date,

is authorized return transportation at GOV'T expense to home/place of application.

4. PCS Allowances and Reimbursable Expenses. Unless Service regulations are issued IAW par. U7025-C or U7025-D, PCS allowances (Ch 5, Part B), and reimbursable expenses (APP G) are authorized.

*C. GOV'T Procured Transportation and Meal Tickets

1. Service Requirement. Each Service may issue regulations that require use of GOV'T procured transportation and meal tickets (par. U1500).

2. Reimbursable Expenses. APP G for reimbursable expenses.

3. GOV'T Procured Transportation and Meal Tickets Not Used. If the AO accepts the applicant's reason(s) for not using GOV'T procured transportation and meal tickets:

a. The TDY automobile mileage rate is paid for POC travel for personal convenience for the official distance of the ordered travel (par. U3310-A1), and/or

b. Reimbursement is provided for occasional meals and QTRS (par. U4510) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the traveler is reimbursed under par. U3110-A or U5108-A, as applicable.

*D. TDY Allowances

1. Each Service may issue regulations that authorize travel and transportation allowances (including per diem/AEA) ICW applicant processing.

2. The appropriate rates, provisions, and deductions for a member performing TDY are applicable.

3. Service regulations must conform to JFTR and be reviewed by PDTATAC IAW DoDD 5154.29.

PART E: WITNESS TRAVEL

***U7060 WITNESS TRAVEL**

*A. Case Involving a Uniformed Service

1. Travel and Transportation Allowances. An active duty member, who serves as a witness on behalf of the U.S. in a case involving a Service, receives TDY allowances.

2. Funding. TDY allowances are paid from the requesting Service's funds.

*B. Case not Involving a Uniformed Service

1. Travel and Transportation Allowances. An active duty member who serves as a witness on behalf of the U.S. in a case ***not*** involving a Service, receives travel and transportation allowances as prescribed by the Attorney General.

2. Funding. If GOV'T procured transportation is used, the DoJ is billed.

*C. GOV'T Witness

*1. Application. For purposes of this par. a GOV'T witness is an active duty member, who serves as a witness in a criminal/civil case for:

a. Local Government,

b. State Government,

c. D.C. Government, or

d. Government of a U.S. territory/possession ;

*2. Limitations. The criminal/civil case must be:

a. Directly related to a Service or to a member, and

b. A case in which a Service has a particularly strong, compelling, and genuine interest.

*3. Authorized Allowances. A GOV'T witness may receive TDY travel and transportation allowances from the appropriate Service's funds, if competent authority determines that travel is required (B-202232, 10 July 1981, B-223900, 24 December 1986).

*D. Congressional Committee, Private Individual, or Corporation Witness. An active duty member, subpoenaed as a witness for a Congressional committee, a private individual, or a corporation:

*1. Does not receive travel and transportation allowances, and

*2. Arranges travel and subsistence expense payments with the individual/agency desiring testimony.

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PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

*U7100 MOBILE UNITS

*A. Allowances. TDY travel and transportation allowances without a specific travel order (47 Comp. Gen. 477 (1968)) are authorized while away from the PDS for a member on duty with/under training for:

1. The Air Mobility Command,

2. Marine Corps Transport Squadrons,

3. Fleet Logistics Support Squadrons,

4. Naval Aircraft Ferrying Squadrons, or

*5. Any other unit determined by the Secretary Concerned to be performing duties similar to those performed by such command or squadrons.

B. Approval. A member's commanding officer/designated representative must approve per diem and transportation claims.

U7105 DUTY ABOARD COMMERCIAL CARRIERS

A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized TDY per diem/AEA. ***Mileage is not payable when carriers provide transportation.***

*U7110 RIVER, HARBOR, AND FLOOD CONTROL ACTIVITIES

If meals and/or lodgings are furnished on a floating plant/on shore, the Army Chief of Engineers may prescribe TDY allowances within the maximum per diem/AEA, for a member engaged in river, harbor, and flood control activities.

U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOME PORT

*A. General. A member with dependents is authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

*B. Transportation ICW Overhaul/Inactivation

*1. If the overhaul/inactivation location:

*a. Is other than the home port, round trip transportation is authorized between that location and the home port.

*b. Becomes the home port round trip transportation is authorized between the new and old home port in lieu of PCS allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), the dependent(s) does not relocate to the new home port.

*2. The dependent(s) must reside in the vicinity of the original home port (i.e., within the normal daily commuting area).

*C. Transportation ICW Construction

*1. If construction is at a location other than the ship's designated future home port or the dependents' residence, round trip transportation is authorized between the construction location and the future home port or the dependents' residence.

*2. A dependent(s) must not reside at the construction location.

*D. Authorized Transportation

*1. Authorized transportation is:

a. Transportation in kind,

*b. Member/dependent-procured transportation, or

c. The automobile mileage rate for the official distance.

2. ***GOV'T transportation must be used, if practicable***.

*E. Reimbursement

*1. Member/Dependent Procured Transportation. Reimbursement for member/dependent procured transportation is IAW:

a. Par. U3110 for overland travel, and

b. Pars. U5116-D or U5207 for transoceanic travel.

*2. Mixed Mode Travel. Mixed mode travel reimbursement is IAW par. U5105-E.

*3. Policy Constructed Airfare. Reimbursement for member/dependent procured travel and transportation at the automobile mileage rate must not exceed the policy-constructed airfare (APP A1) for the member between the:

a. Overhaul/inactivation location and the original home port (par. U7115-B), or

b. Construction location and future home port, or location where dependents reside (par. U7115-C).

*4. Dependent Travel (par. U5222-M). If a dependent travels instead of the member, the family transportation cost is limited to the cost of GOV'T procured commercial round trip travel for the member.

*5. Two or More Members Traveling Together by POC. If two or more members travel together by POC, only the POC operator is authorized mileage.

*6. Meals and Lodging. ***Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.***

*F. Conditions

*1. The transportation allowance authorization under this par. accrues on the 31st day (and every 60th day thereafter) after the later of the day the:

a. Ship enters the overhaul or inactivation port, or

b. Member is permanently assigned to the ship.

2. A member must be permanently assigned to the ship for more than 30 consecutive days.

*3. A member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under par. u7115 must begin before the ship departs the construction, overhaul or inactivation location.

*4. If a member elects dependent transportation, then member transportation is not authorized.

*5. Each opportunity may alternate between member or dependent travel.

***U7120 AERIAL SURVEYS**

Per diem/AEA is authorized for a member assigned to:

1. Aerial surveys of rivers and harbors, or

2. GOV'T projects not pertaining to the Service.

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PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED

*U7125 TRAVEL WHEN PER DIEM IS NOT AUTHORIZED

*A. Ordered to Active Duty

1. PDS Not Designated in Order. TDY per diem is ***not*** authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.

2. PDS Designated in Order. TDY per diem ***is*** authorized from the date the member receives an order naming a PDS other than the TDY station unless par. U7125-C applies.

*B. Service Academy Graduates. Par. U7000-B.

*C. Undergoing Processing

1. Per Diem Not Authorized. Per diem is not payable before reporting to the first PDS for an enlisted member (newly inducted or enlisted) undergoing:

a. Processing,

b. Indoctrination,

c. Basic training (including follow-on technical training and/or home station training for an RC member), or

d. Instruction in a TDY status

at a place at which both GOV'T dining facility/mess and GOV'T QTRS (other than temporary lodging facilities) are available.

2. Per Diem Authorized. Per diem is authorized during:

a. Travel to/from/between places for:

(1) Processing,

(2) Indoctrination,

(3) Training, or

(4) Instruction;

b. Delay/processing incident to:

(1) Travel to a designated PDS, or

(2) While awaiting transportation to PDS; or

c. TDY under instruction following initial technical/specialty training after basic training, if a PDS has been assigned, and per diem during the course of instruction is authorized, through the Secretarial Process.

*D. TDY Station Changed to PDS

1. TDY Station Changed to PDS Effective Immediately. A member, who receives a PCS order while at a TDY station designating the TDY station as the new PDS ***effective immediately***, is not authorized per diem beginning on the date the member receives the order.

2. TDY Station Changed to PDS On a Specified Future Date. Par. U4105-J.

3. Return Travel to PDS. Par. U5120-B.

*E. Inpatient

1. A member is not authorized per diem while an inpatient in a hospital.

2. Per diem is payable for days of travel to, from, or between hospitals, and when subsisting out (APP A1).

3. When a member must retain lodgings at the same or a prior TDY location, reimbursement is IAW par. U4510.

4. Par. U7125-G clarifies a "hospitalized member".

*F. Assignment to Rehabilitation Center/Activity. A member is not authorized per diem for a TDY period when assigned to a rehabilitation center/activity for rehabilitation training and/or treatment when both GOV'T QTRS and dining facility/mess are available.

*G. Hospitalized Member

1. A hospitalized member is not authorized per diem unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) memorandum, dated 15 May 2008, and the DoDFMR, Volume 7A, Chapter 13 (par. U1035).

2. For this Part, the term "hospitalized member" is defined under the above-referenced memorandum and the DODFMR, Chapter 13.

*H. Member of a Mission. A member of a military, naval, air, or another mission authorized to receive additional pay or allowances from a foreign government or U.S. agency other than the respective Service, or from other sources, is not authorized per diem except when:

1. Specifically authorized jointly by the Secretaries Concerned;

2. Traveling under an order on duty for any of the Uniformed Services;

3. A per diem allowance is not authorized by the foreign government; or

4. Traveling under an order ICW foreign government duties, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

*PART F3: TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION

*U7140 TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION

*A. Authorized Allowances. A member assigned TDY as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances.

*B. Maximum Per Diem. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the locality per diem allowance.

*C. UN Mission Per Diem Reduction Not Authorized. This par. does ***not*** authorize a reduction in the UN mission per diem allowance.

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*PART G: TRAVEL OF A RESERVE COMPONENT (RC) MEMBER

U7150 RC MEMBER TRAVEL

A. Active Duty with Pay (48 Comp. Gen. 301 (1968))

1. General

a. Applicability. Par. U7150-A applies to an RC member called (or ordered) to active duty for any reason with pay under an order that provides for return to home/PLEAD.

b. Travel and Transportation Allowances when a Member Commutes. ***Travel and/or transportation allowances are not authorized for travel between the home/PLEAD and the place of active duty when***:

(1) Both are in the corporate limits of the same city or town,

(2) The member commutes daily between home/PLEAD and the place of active duty, or

(3) The AO/INSTALLATION commander determines that both are within reasonable commuting distance of each other IAW par. U3500-B and that the nature of the duty involved permits commuting.

However, a member commuting under pars. U7150-A1b(2) and U7150-A1b(3) is authorized the applicable automobile or motorcycle mileage rate (par. U2600), for one round trip between the duty station and,

(a) Home, or

(b) Place of unit assignment, or

(c) Place from which called (or ordered) to active duty.

ICW par. U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and GOV'T QTRS and/or GOV'T dining facility/mess are unavailable. For this duty, the member is authorized AEA as computed under par. U4510 for all meals and QTRS, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Ch 3, Part F.

c. No Per Diem or AEA for Certain Active Duty Periods. There is no authority for per diem or AEA under par. U7150-A3 for a:

(1) Member performing annual training duty when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

(2) Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

(3) Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses of instruction with a break in active duty between courses of instruction and both GOV'T dining facility/mess/QTRS (other than temporary lodging facilities) are available. Per diem is payable to a member who is on TDY under instruction following completion of initial technical/ specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

An RC member performing active duty for training, who is not authorized per diem or AEA, may be reimbursed for lodging service charges when transient GOV'T housing is occupied, or lodgings in kind may be provided. ***Reimbursement for other than service charges for GOV'T QTRS use (APP A1) is not authorized.***

2. Physical Examination ICW a Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances from the place the order is received or addressed to the place of physical examination (whichever is less) and (as directed in the order):

a. Return, or

b. Then to the new PDS, or

c. Return and then to the new PDS.

Travel required ICW these examinations is IAW par. U7150-A3.

3. Active Duty for Training

a. Fewer Than 140 Days. When the active-duty-for-training period contemplated by an order is for fewer than 140 days (except as noted in par. U2146) at any location, travel and transportation allowances are payable as provided for TDY in Ch 4. Except if par. U7150-A1b or U7150-A1c applies, per diem or AEA is payable at the training location. When, during an active-duty-for-training period of fewer than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. Par. U2146 for extension examples.

b. 140 or More Days

(1) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Ch 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of GOV'T QTRS and/or GOV'T dining facility/mess does not change this determination.***

(2) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Ch 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chs 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Ch 3 and 4 for the entire duty, including travel to and from the duty locations.

4. Active Duty for and Active Duty Extensions (Other than Training)

a. For 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an order at any location is for 180 or fewer days (except as noted in par. U2146) TDY travel and transportation allowances are payable as provided in Chs 3 and 4. Per diem or AEA is payable at the duty location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for

more than 180 days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized for non-training active duty TDY in par. U2145-B. The current station becomes a PDS and the member is authorized PCS allowances to that station. Par. U2146 for extension examples.

b. Active Duty for More Than 180 Days

(1) Active Duty at One Location

(a) When a member is called to active-duty-for-other-than-training for more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5.

(b) ***No per diem or AEA is payable at the duty location except as noted in pars. U7150-A4b(3) and U7150-A4b(4). GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.***

(2) Active Duty at More Than One Location

(a) When active duty is to be performed at more than one location, and the duty is more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5 to the 181-day location.

(b) ***No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in pars. U7150-A4b(3) and U7150-A4b(4).***

(c) TDY travel and transportation allowances are payable at any location at which the duty is for 180 or fewer days under Chs 3 and 4.

(d) If the duty to be performed is 180 or fewer days at each location, TDY travel and transportation allowances are payable under Chs 3 and 4 for the entire duty.

(3) Per Diem in Excess of 180 Days. Except when paid station allowances and/or OHA under par. U7150-H, a member called to active duty away from home for other than training purposes for:

(a) More than 180 days at one location, or

(b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

(c) Unusual circumstances, or

(d) Emergency circumstances, or

(e) Contingency Operations, or

(f) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days (par. U2145).

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Ch 4.

B. Active Duty without Pay

1. Standby Reserve. ***Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs active duty training without pay.***

NOTE: Par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the U.S.

3. Others. Except as provided in par. U7150-B2, an RC member who performs duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from the duty station including travel required ICW a qualifying physical examination or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or QTRS (par. U4510). ***The member is not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966))***.

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

a. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.

b. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station. Par. U3500-B.

2. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

(1) Inactive duty training at the:

(a) Training duty station,

(b) Drill site,

(c) Assigned unit city/town location, or in the

(d) Local area of assigned unit or home, or

(2) Travel between home and the:

(a) Assigned unit except as provided in par. U7160,

(b) Unit training assembly place, or

(c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement may be authorized/approved under Ch 3, Part F, for transportation expenses incurred on official business in and around the:

(1) Training duty station,

(2) Drill site, and/or

(3) City/town.

When the member travels between home and an alternate duty/work site, the member may be paid TDY mileage only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA, and the assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x $0.50/mile = $10.

Example 2: A member's home is St. Louis, MO, and the assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area (DoDD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x $0.50/mile = $8.

3. Travel from Home/Assigned Unit to TDY Station

a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Ch 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example**:** A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member travels directly from home (Location E) to Location G. The member is due travel cost from Location E to Location G limited to the travel cost from Location F to Location G.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

a. Authorization. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Ch 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example**:** A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member is authorized to travel from another location, Location H a location where the member is on business for a civilian job. The member is due travel cost from Location H to Location F limited to travel cost from Location F to Location G.

5. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Allowances. ***A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.***

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid TDY mileage for the distance, limited to the distance ***from the assigned unit*** to the alternate site less the distance from home to the assigned unit.

Example**:** A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is

authorized to travel from Dallas, TX, to the Pentagon (in Arlington, VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x $0.50/mile = $7.

6. Reimbursement of Service Charges for Transient GOV'T Housing Use. An RC member not authorized per diem or AEA, who occupies transient GOV'T housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.***

D. Inactive Duty Training without Pay

1. Standby Reserves. ***There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs inactive duty training without pay.***

2. Other than Standby Reserves. An Armed Forces' RC member authorized to perform inactive duty training without pay is authorized the travel and transportation allowances in par. U7150-C.

An RC member not authorized per diem or AEA, who occupies transient GOV'T housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.***

E. SROTC Member

1. Applicability. Par. U7150-E applies to a designated SROTC applicant and member appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location, as specified in the order, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from INSTALLATIONS:

(1) for medical or other examinations,

(2) to observe military functions or operations, or

(3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. GOV'T or GOV'T-procured transportation and GOV'T-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of GOV'T-procured transportation plus GOV'T-supplied meals for travel between the authorized points

(minus the cost of any GOV'T-procured transportation and/or GOV'T-supplied meals).

f. Per Diem Not Authorized. ***Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).***

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no GOV'T QTRS or dining facility/mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/QTRS is made IAW par. U4510.

3. Financial Assistance Program for a Cadet or Midshipman in SROTC (10 USC §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is authorized the Ch 5, Part B PCS allowances; the allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was ICW appointment.

b. Travel under a TDY Order. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for a cadet or a midshipman of the Service academies in par. U7001 for TDY, except while performing field or at-sea training and both GOV'T QTRS (other than temporary lodging facilities) and GOV'T dining facility/mess are available. This includes travel from home or the SROTC unit location (as specified in the order) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a GOV'T dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before a member departs from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

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

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

F. Travel Allowances for a Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;

2. On inactive duty training;

3. On funeral honors duty;

4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1 through U7150-F3; or

5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized the Chs 3 and 4 TDY travel and transportation allowances for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the

result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized the Chs 3 and 4 TDY travel and transportation allowances.

H. COLA and Housing Allowances. Par. U9145 for COLA and par. U10428 for housing allowances.

Effective for an RC member called/ordered/entering active duty on/after 6 January 2006.
NOTE: New rules apply for an RC member called/ordered to active duty for more than 30 days and who began to serve active duty on or after 6 January 2006. If active duty began prior to 6 January 2006 the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service is extended on/after 6 January 2006, through an amended or modified order, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.

U7160 INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE

Effective for travel that occurs on/after 20 March 2008 or on/after the Service implementation date, whichever comes later, through and including 31 December 2010.

A. General. The Secretary Concerned may authorize reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation-related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. U7160, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;

2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or

3. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed***, NTE a total of $300 for each round trip***.

1. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include the transportation cost between home and the terminal and between the terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***

2. Lodging and Meals. The actual cost of the member's lodging (including tax (***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

a. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.

b. The locality per diem lodging ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense.

U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RC MEMBER

DoDFMR, Volume 7A, par. 580105.A (***http://www.defenselink.mil/comptroller/fmr/***) for the rate.

U7180 ALLOWANCE SUMMARY TABLES

NOTE: These tables summarize the allowances and are for informational purposes. The actual allowances are prescribed in Ch 5, Part G.

Table U7G-1		
RC PERSONNEL ON ACTIVE DUTY WITH PAY ***(NOTE 1)***		
SITUATION	**TRANSPORTATION** ***(NOTES 2 and 3)***	**PER DIEM** ***(NOTES 4 and 5)***
Annual training duty ***(NOTE 6)***	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the GOV'T city-pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if GOV'T QTRS and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 day for training or 180 or fewer days for other than training per diem continues. If 140 or more days for training or more than 180 days for other than training per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Ch 5, Part B applies	Ch 5, Part B applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. U2146-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

NOTES:

1. Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay, except for a periodic physical for a member on the TDRL (par. U7250).

2. Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/ town.

3. An RC member may not be paid for commuting from home to duty--only one round-trip may be paid.
4. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

5. An RC member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

6. Since a training location is the PDS, no per diem is payable when GOV'T QTRS & dining facility/mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

Table U7G-2		
RC MEMBER ON ACTIVE DUTY WITHOUT PAY		
SITUATION	**TRANSPORTATION**	**PER DIEM** ***(NOTES 1 and 2)***
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or QTRS may be authorized for travel days only. Par. U4510.

***NOTES*:**

1. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

2. An RC member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

Table U7G-3		
INACTIVE DUTY TRAINING WITH OR WITHOUT PAY ***(NOTES 1 and 2)***		
SITUATION	**TRANSPORTATION**	**PER DIEM**
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located ***NOTE 3***	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

NOTES:

1. For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.

2. An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

3. Par. U7160 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

Table U7G-4			
SENIOR RESERVE OFFICERS TRAINING CORPS MEMBERS ***(NOTES 1 and 2)***			
SITUATION	**TRANSPORTATION**	**PER DIEM**	**REMARKS**
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by GOV'T conveyance or GOV'T-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No GOV'T prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4510 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of GOV'T-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	Par. U7001 applies	Par. U7001 applies	Does not apply while at a location performing field training or at-sea training when both GOV'T QTRS and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part B applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Ch 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part B applies	Ch 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

NOTES:

1. Neither a member nor a designated applicant appointed under 10 USC §2104--SROTC advanced training members-- is authorized per diem.

2. A member and/or a designated applicant appointed under 10 USC §2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

Table U7G-5			
MISCELLANEOUS			
SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on inactive duty training; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. Par. U7175 for the effective rate.

PART 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 A1) 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 ***not responsible*** 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 s***ervice 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 ***NOTE: Costs in this example are not actual costs and are used for illustration only.***	
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
Transoceanic airfare reimbursement ($500) is not authorized IAW par. U5108-A.	

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 ***NOTE: Costs in this example are not actual costs and are used for illustration only.***	
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. ***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.***	

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 A1 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 =		$ 1,044.00
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 pars. U7125-A, U7125-B, or U7125-C) 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 ***city-pair airfare may be used*** 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. Example in par. U7205-C; ***NOTE: This creates a cost limit to be used for transportation.***

(2) An airport in a NON-FOREIGN OCONUS AREA (APP A1); 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 A1) (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 (FEML) TRANSPORTATION

A. Policy. FEML 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 FEML eligibility, unless otherwise prohibited in par. U7207, the member/dependent is authorized FEML and it is not discretionary.

1. Traveler. A traveler is eligible for FEML if stationed at an authorized FEML 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 FEML 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 FEML leave transportation program, but not both.

2. Dependent. The dependent of a traveler serving an accompanied tour at the FEML PDS is eligible for FEML 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 ***extended*** at least 12 months	1 additional
b. At least 36 months.	2
Tour ***extended*** 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- I5.

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 A1) (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 J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

A. Policy. DoDI 1327.06, subsec. 1.j.(9) establishes the DoD policy for designating locations eligible for funded R&R transportation. Under DoDI 1327.06, upon Service member request, the applicable Combatant Commander or the designated representative, who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in the DoD's best interest. Non-DoD Services should consult Service regulations.

B. Eligibility. A member is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.

2. Contingency Tour: One per contingency tour, except as indicated in ***NOTE 2***. A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A, Part I). R&R is for a member who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.

3. Extended Tour: Two per 18-month period or more.

NOTE 1: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area. Each Combatant Commander is authorized to approve the combination of R&R travel with other authorized travel upon Service member request, providing the combination of travel is in the GOV'T's best interest. The Combatant Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.

NOTE 2: A DoD member who volunteers for a 12-month extension in the Operation Enduring Freedom or Operation Iraqi Freedom Area of Operations, subsequent to a 12-month or longer rotation is permitted transportation for an additional R&R leave period IAW OSD amendment to policy memo dated 19 December 2007. Transportation for the R&R leave period is permitted solely between the first deployed period termination and the voluntary extension start. All other restrictions outlined in DoDI 1327.06 still apply to the USCENTCOM R&R Leave program. Non-DoD Services should consult Service regulations.

C. R & R Locations/Destinations. APP U for a list of authorized R&R locations/destinations.

1. R&R Location. To qualify, a location must meet the requirements of DoDI 1327.06 and be designated by one of the authorities listed in par. U7300-C5.

2. R&R Destination. The authorized R&R destination, determined IAW DoDI 1327.06, is listed in APP U.

3. Alternate Destination. A member may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. The alternate destination is an official travel location, and therefore available contract city-pair airfares may be available for use. ***If the member travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.***

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

a. Example 1

Example 1	
A member's PDS is in OCONUS Location A and the authorized destination is OCONUS Location B.	
There is no city-pair airfare between OCONUS Location A and OCONUS Location B and the round trip POLICY-CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city-pair airfare connections) is:	$1,200
CONUS Location C is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is:	$1,000
The member desires to utilize R&R to CONUS Location D. Round trip city-pair airfare between OCONUS Location A and CONUS Location D is:	$1,400
Round trip POLICY-CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is:	$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city-pair airfare may be used to CONUS Location D.	
Since transportation to/from OCONUS Location B is more expensive than transportation to/from CONUS Location C, the cost to/from OCONUS Location B is used for cost comparison.	
The member's financial responsibility is $1,600 of which $1,200 is reimbursable.	

b. Example 2

Example 2	
A member's PDS is in OCONUS Location A and the authorized destination is OCONUS Location B.	
Round trip city-pair airfare between OCONUS Location A and OCONUS Location B is:	$980
CONUS Location C, is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is:	$1,400
The member desires to utilize R&R to CONUS Location D. The round trip city-pair airfare between OCONUS Location A and CONUS Location D is:	$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the member is authorized the city-pair airfare to CONUS Location D ($1,200) ***NTE the $1,400 cost to*** CONUS Location C.	

5. Location Designation/Re-designation

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

(1) DoD Services: PDUSD (P&R);

(2) NOAA: Director, NOAA Corps;

(3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services;

(4) U.S. Coast Guard: Commandant (CG-122), U.S. Coast Guard.

b. Designation/Re-designation Requests. DoD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW DoDI 1327.06.

D. Transportation

1. Uniformed Member only

2. Restrictions. A member taking a R&R trip may use:

a. Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

b. Commercial air transportation if military air transportation is not reasonably available, and

c. May not use cruise or tour packages to and from the authorized destination.

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

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

4. Reimbursement. Reimbursement must not exceed the GOV'T-procured transportation cost between a member's duty station and the authorized destination as determined in par. U7300-C2.

5. Time Limitation

a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.

b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each Combatant Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***

c. Extended Tour: Member must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

E. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.***

U7305 TRANSPORTATION FOR SR&R ABSENCE ICW TOUR EXTENSION

*A. Authority. Under regulations prescribed by the Secretary Concerned, an eligible member may elect up to:

1. 15 days (for personnel completing an overseas tour of 12 or fewer months), or

2. 20 days (for personnel completing an overseas tour longer than 12 months)

of SR&R absence (DoDI 1327.06, subsec. 6.f, (***http://www.dtic.mil/whs/directives/corres/pdf/i13276_042205/i13276p.pdf***).

B. Eligibility. A Uniformed Service member must meet the following DoDI 1327.06 requirements:

1. Be entitled to basic pay,

2. Have a specialty designated for SR&R purposes,

3. Complete a tour of duty at a designated OCONUS PDS,

4. Extend that tour for not less than a year, and

5. Does not elect a non-transportation option under 10 USC §705.

*C. Transportation

1. Authorized Transportation. GOV'T funded round trip transportation is authorized between the OCONUS PDS and:

a. The nearest CONUS aerial POE (10 USC §705(b)), or
b. An alternate destination NTE the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS aerial POE.

2. GOV'T/GOV'T Procured Transportation. Round trip GOV'T/GOV'T procured transportation is authorized and must be used, if available.

3. Commercial Transportation. If GOV'T/GOV'T procured transportation is not available, the member must procure round trip commercial transportation via an available CTO (par. U3120).

4. Reimbursement. Transportation reimbursement:

a. Is authorized for:

(1) Transoceanic travel and overland air travel (par. U5116-D),

(2) Overland surface travel at actual cost, and

(3) POC travel at actual cost (par. U3305-B).

b. Round trip transportation reimbursement to an alternate destination ***must not exceed*** the round trip transportation cost between the OCONUS PDS and the nearest CONUS aerial POE**.**

D. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.***

*E. Contract City-Pair Airfares. Travel to and from the alternate location is official travel, and contract city-pair airfares may be used but only if the contract city-pair airfare to the alternate destination does not exceed the cost of the contract city-pair airfare to the nearest CONUS aerial POE.

*F. Transportation Reimbursement Examples

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

1. Example 1

***Example 1**	
Member's PDS is in an OCONUS location and the nearest CONUS aerial POE is Location A. Member wants to travel to Location B.	
City-pair airfare to Location A =	$1,200
City-pair airfare to Location B =	$1,400
POLICY-CONSTRUCTED AIRFARE to Location B =	$1,600
Since transportation to Location B is more expensive than transportation to Location A, city-pair airfare may not be used to Location B.	
The member's financial responsibility is $1,600 of which $1,200 is reimbursable.	

2. Example 2

Example 2	
Member's PDS is in an OCONUS location and the nearest CONUS air port is Location A. Member wants to travel to Location B.	
City-pair airfare to Location A =	$1,200
City-pair airfare to Location B =	$ 980
Since transportation to Location B is less expensive than transportation to Location A, the member is authorized city-pair airfare to Location B ($980) NTE the $1,200 cost to Location A.	

CHAPTER 7

*PART L: RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY)

*U7350 RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY)

A retired member called/ordered to active duty (with or without pay) is authorized RC member travel and transportation allowances in par. U7150.

This includes a member on TDRL, and a member in the Fleet Reserve/Fleet Marine Corps Reserve receiving retainer pay.

This does not include a member traveling ICW a periodic physical examination covered by par. U7250.

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APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 1: DEFINITIONS (JFTR/JTR)

As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.

ACCOMMODATIONS

A. APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. This list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site (***http://www.usfa.fema.gov/hotel/indes.htm***).

B. COMMON CARRIER

1. Premium-Class

a. First-class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first-class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers. JFTR, par. U3125-B2a/JTR, par. C2204-B2a for first-class transportation authority.

b. Business-Class. A premium accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than coach/economy and lower than first-class for cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a class of service offered on Amtrak Acela/Metroliner extra fare train service. JFTR, par. U3125-B2b/JTR, par. C2204 for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).

2. Economy-/Coach-Class. The basic accommodations class offered by commercial airlines, passenger rail carriers, passenger ships, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy-class (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business-class/true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

3. Slumber Coach. Slumber coach accommodations on trains offering such accommodations, or the least expensive sleeping accommodations available on a train.

4. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

5. Single-Class. This term applies when an airline offers only one class of accommodations to all travelers (41 CFR §301-10.121).

C. PUBLIC**.** Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T; or

2. Treated as an apartment building by State or local law or regulation; or

3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

D. TYPES. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy or Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or other premium class.

2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).

3. Security (Enclosed). Any private room that can be locked for security purposes.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

AGENCY

A. Includes:

1. An Executive agency, as defined in 5 USC §105;

2. A Military department;

3. An Office, agency or other establishment in the legislative branch;

4. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T-controlled corporation;

2. Member of Congress;

3. Office or committee of either House of Congress or of the two Houses;

4. Office, agency or other establishment in the judicial branch.

APPROVE(D). The ratification or confirmation of an act already done.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (37 USC §101(4)).

ATTENDANT. An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a order/ITA, accompanies the member/employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and

2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and

3. May travel with the patient and attend to the patient's needs at the destination medical facility; and

4. Is appointed by competent medical authority.

AUTHORIZED.

1. Permission given before an act.

2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

AUTHORIZING/ORDER-ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE

A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.

B. GOV'T material may be included.

C. ***Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

1. Accompanied. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.

2. Excess Accompanied. Accompanied baggage in excess of the weight, size, or number of pieces carried without cost by a transportation carrier IAW JFTR, par. U3015-A/JTR, par. C2302-A.

3. Unaccompanied (UB). That part of a member's/employee's prescribed weight allowance of HHG that:

a. Is not carried free on a ticket used for personal travel,

b. Ordinarily is transported separately from the major bulk of HHG, and

c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

d. ***ICW PDT, PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.***

e. ***ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.***

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BUSINESS-CLASS. ACCOMMODATIONS

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. ***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).***

CAPACITY CONTROLLED CITY-PAIR AIRFARE. CITY-PAIR AIRFARE

CENTRALLY BILLED ACCOUNT (CBA). GOVERNMENT TRAVEL CHARGE CARD (GTCC)

CERTIFICATED AIR CARRIER. ***U.S. CERTIFICATED CARRIER***.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. ***Also referred to as Indirect Travel.***

CITY-PAIR AIRFARE. An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel (***www.gsa.gov/citypair).*** Airfares are priced on one-way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of airfares:

A. Standard City-Pair Airfare (YCA):

1. No advance purchase required

2. Last seat availability

3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City-Pair Airfare (-CA):

1. Lower prices than the standard city-pair rates

2. Limited number of seats on each flight

3. Not used for cost construction purposes.

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a GOV'T or commercial training facility.***

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or

2. Results in the call or order to, or retention on, active duty of Uniformed Services member under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T.

CONUS LOCALITY PER DIEM RATES. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: http://www.defensetravel.dod.mil/perdiem/pdrates.html.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on city-to-city distance (***not*** zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at ***dtod.sddc.army.mil***.

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. (Also ref the Defense Almanac ***http://www.defenselink.mil/pubs/almanac/*** and/or the Department of Defense at the mil.com website ***http://www.gov.com/agency/dod/agency.html***)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)	American Forces Information Service	Defense Advanced Research Projects Agency	Defense Security Cooperation Agency	National Defense Intelligence College (NDIC)
	Defense Prisoner of War/Missing Personnel Office	Defense Commissary Agency	Defense Security Service	
Department of the Army	Defense Technology Security Administration	Defense Contract Audit Agency	Defense Threat Reduction Agency	Defense Acquisition University
Department of the Air Force	DOD Counterintelligence Field Activity	Defense Contract Management Agency	Missile Defense Agency	National Defense University
Department of the Navy (including the Marine Corps)	DOD Education Activity	Defense Finance and Accounting Service	National Geospatial Intelligence Agency	
DOD Inspector General	DOD Human Resources Activity	Defense Information Systems Agency	National Geospatial Intelligence College	Joint Professional Military Education Colleges
	Office of Economic Adjustments	Defense Intelligence Agency	National Security Agency/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency		Uniformed Services University of the Health Sciences
	Washington Headquarters Services	Defense Logistics Agency	Pentagon Force Protection Agency	

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. **GOVERNMENT MEAL RATE** for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;

2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or

3. Serving without pay or at $1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW a order/ITA, accompanies the member/employee between authorized locations, when the member/employee:

   a. Travel is authorized by competent authority, and

   b. Is incapable of traveling alone, and

2. May be appointed by the member's/employee's commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. ***NON-TEMPORARY STORAGE*.**

FAMILY. ***DEPENDENT*.**

FEDERAL TRAVEL REGULATION. Regulation contained in Title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at GOV'T expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is subsisted in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate)., or

2. Students are participating in survival training, forage for subsistence, and improvise shelter.

Individuals furnished QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.

FIRST-CLASS. ACCOMMODATIONS

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FORMER CANAL ZONE AREA. Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

***NOTE 1*: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession, are separate geographical localities.**

***NOTE 2*: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.**

GOVERNMENT (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-CONTROLLED QUARTERS. QTRS (other than GOV'T or privatized QTRS) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE*: A GOV'T-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D/JTR, par. C2203-D (Personally procured moves) is not a GOV'T conveyance (52 Comp. Gen. 936 (1973)).**

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-A2b) by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp. ***NOTE*: A dining facility/mess established and operated primarily for enlisted member subsistence is not included unless the mess is used by/made available to officers, or used by employees**;

2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;

2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

3. Leased by the GOV'T for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A GOV'T-furnished automobile or a GOV'T aircraft.

GOVERNMENT MEAL RATE

A. Discount GOV'T Meal Rate:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.

2. $9.25 per day.

B. Standard GOV'T Meal Rate:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.

2. $10.80 per day.

GOVERNMENT MESS. ***GOVERNMENT DINING FACILITY/MESS.***

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS.

NOTE: Privatized housing, of any style or type and in any location, is not GOV'T QTRS.

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;

2. Lodgings or other QTRS obtained by GOV'T contract;

3. QTRS in a state-owned National Guard camp;

4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;

5. Temporary lodging facilities as defined in APP A;

6. Lodging facilities on a U.S. INSTALLATION owned and operated by a private corporation, if the use of

these facilities is directed by Service regulations;

7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and

8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in DoD 4165.63-M, DoD Housing Management (***http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf***), and implemented by appropriate Service regulations.

2. Non-DoD Services. Service regulations.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. ***GOVERNMENT TRAVEL CHARGE CARD.***

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. **GOVERNMENT CONVEYANCE**.

***GOVERNMENT (**TRANSPORTATION**) CONSTRUCTED COST (GCC)**. The 'Best Value' cost the Government would have paid for Government-procured HHG transportation.

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169)**.** An accountable GOV'T document used to procure common carrier transportation services. The document obligates the GOV'T to pay for transportation services provided. **TRANSPORTATION REQUEST.**

NOTE: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. ***This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.***

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: Members, 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.***

HIGHEST CONUS M&IE RATE

$51 Effective for travel by car ferry ***on/ after 1 January 2005***
$64 Effective for travel by car ferry ***on/ after 1 October 2005***
$71 Effective for travel by car ferry on/after 1 October 2009

HOUSEHOLD GOODS TRANSPORTATION. ***TRANSPORTATION, HHG.***

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

INDIVIDUALLY BILLED ACCOUNT (IBA). **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**

INVITATIONAL TRAVEL. ***TRAVEL, INVITATIONAL***.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

LIGHT REFRESHMENTS. Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

LOCALITY PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: http://www.defensetravel.dod.mil/perdiem/pdrates.html.

LODGINGS-PLUS COMPUTATION METHOD. The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number**,** plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. (Current rates, JFTR, par. U2600/JTR, par. C2500.).

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

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

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

1. Personally-procured commercial transportation (JFTR, par. U3120-D/JTR, par. C2203-D),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately owned railcar converted

for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member/employee **or** the member's/employee's dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). JFTR, par. U2605-B/JTR, par. C2505-B for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

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

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. ***Also referred to as Extended Storage***.

OCONUS LOCALITY PER DIEM RATES. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: http://www.defensetravel.dod.mil/perdiem/pdrates.html.

OFFICIAL STATION. ***PERMANENT DUTY STATION***.

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER. A written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel. Provides the traveler information regarding what expenses will be paid. Provides the CTO/TMC documentation for use of travel contracts and similar arrangements with transportation and lodging providers. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel. Types of orders:

A. Blanket Order. A order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and restricted to economy-class travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of premium-class transportation and/or an AEA. *The **Coast Guard** allows AEA on a blanket order.*

1. Unlimited Open. Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.

2. Limited Open. Allows the traveler to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

3. Repeat. Allows the traveler to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year.

B. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel ***must*** be authorized on a trip-by-trip basis:

1. Premium-class travel;

2. AEA travel (except the Coast Guard);

3. Conference travel;

4. Foreign travel;

5. Travel received from a non-federal source (donated travel);

6. Training-related travel; and,

7. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. ***AO.***

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/ Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

OVERSEAS. ***OCONUS.***

PER DIEM, REDUCED. ***REDUCED PER DIEM.***

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, USC, other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the U.S. and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoD Directive 5154.29, 9 March 1993).

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE*: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.**

PLACE OF PUBLIC ACCOMMODATION. ***ACCOMMODATIONS, PUBLIC.***

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.

2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.

2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. ***TERRITORIES AND POSSESSIONS OF THE UNITED STATES.***

POST OF DUTY. ***PDS*** An OCONUS PDS.

PREMIUM-CLASS. ACCOMMODATIONS

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). ***TRANSPORTATION*.** Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR, par. U3415-B/JTR, par. C2102-B. ***NOTE*: A common carrier, or a conveyance owned by the GOV'T, is not a POC.**

PRIVATIZED HOUSING. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. ***Privatized housing is not GOV'T QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing***.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLOYEE. ***(Also called PRO or PRO-Gear. APP A2 for PBP&E for a member's non-member spouse.)*** HHG in a member's/ employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993). The following items are PBP&E:

1. Reference material;

2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

4. Communication equipment used by a member in association with the MARS (DoDD 4650.2);

5. Individually owned or specially issued field clothing and equipment;

6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and

7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

***NOTE*: Excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.**

PROPORTIONAL MEAL RATE. The average of the standard GOV'T meal rate (***http://www.defensetravel.dod.mil/perdiem/faqgovmeals.html***) and the meals portion of the applicable M&IE rate (***http://www.defensetravel.dod.mil/perdiem/pdrates.html***) , rounded up to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RESERVE COMPONENT. The:

A. Army National Guard of the U.S.;

B. Army Reserve;

C. Naval Reserve;

D. Marine Corps Reserve;

E. Air National Guard of the U.S.;

F. Air Force Reserve;

G. Coast Guard Reserve; and

H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Lodgings that are not hotel or hotel-like accommodations.

SECRETARY CONCERNED. As defined in 37 USC. §101(5), the Secretary of:

A. The Army, with respect to matters concerning the Army;

B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;

C. The Air Force, with respect to matters concerning the Air Force;

D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SERVICES. ***UNIFORMED SERVICES*****.**

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD GOVERNMENT MEAL RATE. The daily rate paid for meals in a GOV'T DINING FACILITY/ MESS including the operating cost. **GOVERNMENT MEAL RATE** for current rates.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. JFTR, par. U5375/JTR, par. C5190. Also referred to as temporary storage.

TEMPORARY DUTY (TDY) LOCATION. ***TEMPORARY DUTY STATION*****.**

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the INSTALLATION. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.***

TEMPORARY STORAGE. ***STORAGE IN TRANSIT*****.**

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: ***www.saipan.com***).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. ***TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*** An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the U.S. by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

TRANSOCEANIC TRAVEL. Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. (JFTR, par. U3001/JTR. Ch 2 and JFTR/JTR APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H/JTR, Part D) for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 37 USC §554/5 USC §5564 and is IAW Service regulations.

NOTE 2: Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's/employee's financial responsibility.

TRANSPORTATION REQUEST. A written GOV'T request (including a GTR which is defined) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume**.** When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

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

TRAVEL AUTHORIZATION/ORDER. ORDER.

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

TRAVEL, INVITATIONAL. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at $1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E1 for spouse invitational travel.

TRAVEL MANAGEMENT CENTER (TMC). ***(CONTRACTED) COMMERCIAL TRAVEL OFFICE/ TRAVEL MANAGEMENT CENTER (CTO/TMC)*** and ***TRAVEL MANAGEMENT SYSTEM (TMS)***.

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

TRAVEL, OFFICIAL. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.

> ***NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.***
>
> ***NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.***

TRAVEL ORDER. ***ORDER.***

TRAVEL STATUS. The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control **(*JFTR, par. U2200/JTR, par. C1060).***

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, 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.

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

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

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

UNITED STATES (U.S.). The 50 states and the District of Columbia.

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

U.S. FLAG AIR CARRIER. ***U.S.-CERTIFICATED AIR CARRIER.***

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

A. Under the local command of a uniformed service,

B. With permanent or semi-permanent-type troop shelters and a GOV'T DINING FACILITY/MESS, and

C. At which there are U.S. GOV'T operations.

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

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

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

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 4: ACRONYMS (JFTR/JTR)

***(C)* means applicable only to JTR** ***(U)* means applicable only to JFTR**

Acronym	Meaning
*ADT	*Active Duty for Training ***(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
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance ***(U)***
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour ***(U)***
CSRS	Civil Service Retirement System ***(C)***
CTD	Civilian Travel Determination ***(C)***
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance ***(U)***
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools ***(C)***
DoDEA	Department of Defense Education Activity
DoDFMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals ***(U)***
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method

Acronym	Meaning
DSSR	Department of State Standardized Regulations
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
*GCC	*Government (Transportation) Constructed Cost
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	**I**ndividually **B**illed Government Travel Charge Card **A**ccount. ***NOTE: Does not apply to any other form of personal credit card.***
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

Acronym	Meaning
LPDCI	Living Pattern Data Collection Instrument ***(U)***
LPQ	Living Pattern Questionnaire ***(U)***
LPS	Living Pattern Survey ***(U)***
LWOP	Leave Without Pay ***(C)***
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance ***(C)***
MHA	Military Housing Area ***(U)***
MIA	Missing in Action
MIHA	Move-in Housing Allowance ***(U)***
MILAIR	Military Aircraft
MSC	Military Sealift Command ***(C)***
NIST	National Institute of Standards and Technology ***(C)***
NOAA	National Oceanic and Atmospheric Administration ***(Same as USNOAA)***
NTE	Not to exceed
NTS	Non-temporary Storage ***(also referred to as Extended Storage)***
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance ***(U)***
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ***(also referred to as PRO-Gear)***
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board ***(U)***
PHS	Public Health Service ***(Same as USPHS)***
PLEAD	Place from Which Entered (or Called) to Active Duty ***(U)***
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ***(also referred to as PBP&E)***
QTRS	Quarters
*R&R	*Rest and Recuperative Leave
RAT	Renewal Agreement Travel ***(C)***
RC	Reserve Component
RDD	Required Delivery Date ***(U)***
RIT	Relocation Income Tax ***(C)***
RPDCI	Retail Price Data Collection Instrument ***(U)***
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance ***(C)***
SECDEF	Secretary of Defense
SES	Senior Executive Service ***(C)***
SIT	Storage in Transit

Acronym	Meaning
SMA	Separate Maintenance Allowance ***(C)***
SR&R	Special Rest and Recuperative Absence ***(U)***
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TAD	Temporary Assigned Duty (***same as TDY***)
TCS	Temporary Change of Station ***(C)***
TDRL	Temporary Disability Retired List ***(U)***
TDY	Temporary Duty
TEMDU	Temporary Duty (***same as TDY***)
TEMDUINS	Temporary Duty Under Instruction (***same as TDY***)
TLA	Temporary Lodging Allowance – OCONUS ***(U)***
TLE	Temporary Lodging Expense – CONUS ***(U)***
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance ***(C)***
TQSE	Temporary Quarters Subsistence Expenses ***(C)***
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ***(same as NOAA)***
USPHS	United States Public Health Service ***(same as PHS)***
USSM	Under Secretary of State for Management ***(C)***
UTD	Uniformed Travel Determination ***(U)***
VA	Department of Veterans Affairs ***(C)***
VAMC	Veterans Affairs Medical Center ***(U)***
VPC	Vehicle Processing Center
WAE	When Actually Employed ***(C)***
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 G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. ***Incidental Expenses (defined as part of per diem in APP A1) are different than these expenses.*** Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DoDFMR, Vol. 9, Travel Policy and Procedures at ***http://www.dtic.mil/comptroller/fmr/*** prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
ATM Use (Civilian Employee). 1. Reimbursable. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance. 2. Not Reimbursable. Administrative fees for an ATM use of a personal charge card. 3. DoDFMR, Volume 9, Chapter 3available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.			X	X
ATM Use (Uniformed Member) 1. Reimbursement is authorized for administrative fees for ATM use to obtain money with: a. The GTCC, or b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel, up to the amount authorized/approved by the AO for an ATM travel advance. 2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check. 3. DoDFMR, Volume 9, Chapter 3available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.	X	X		
Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation costs may: 1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any official travel. 2. Be authorized in advance of any official travel for DoD travelers IAW the Service/Agency regulations. 3. Be authorized/approved for the ***non-DoD travelers.*** 4. ***Not*** be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW official travel unless authorized by the Secretarial Process in advance of travel. JFTR, par. U3015 and JTR, par. C2302.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related baggage expenses incurred on official business. These expenses include: 1. Excess Baggage. Baggage, Excess Accompanied. 2. Baggage Transfer. NTE the customary local rates, and necessity for the transfer must be explained. 3. Baggage Storage (with explanation). 4. Baggage Checking. NTE the customary local rates. 5. Curbside Baggage Check-in Fee a. **Uniformed Member**. ***Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized.*** A tip, separate from the fee itself, is reimbursable. b. **Civilian Employee**. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.	X	X	X	X
Baggage Handling Tips 1. **Uniformed Member** a. Transportation Terminal. Reimbursement is authorized for customary tips for handling ***any*** baggage (personal and/or GOV'T) at a transportation terminal. b. Lodging Establishment. Reimbursement is authorized ***only*** for transportation-related tips for handling ***GOV'T property*** at lodging establishments. 2. **Civilian Employee**. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are ***not*** items for separate reimbursement ***except*** for the following: a. A traveler with a disability/special need (JTR, par. C7460-4), b. Handling of GOV'T property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.	X	X	X	X
Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X
Check Cashing. 1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country. 2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.	X	X	X	X
Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Communication Services. GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. ***Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.***		X		X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X
Currency Conversion Fees 1. Reimbursable. The "international transaction fee" for official qualifying transactions charged by the: - GTCC. This 1% charge is listed as a separate line item on the charge card billing statement. - Other than GTCC. When a member (***NOT A CIVILIAN EMPLOYEE***) is formally exempt from using the GTCC, this charge on a non-GTCC is reimbursable. 2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). ***NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion***. 3. Exchange Rates. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. Supplemental Vouchers. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X
Disease Prevention Measures. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X
Energy Surcharge Fees	X	X	X	X
Global Positioning System (GPS) for a Rental Car. The optional Global Positioning System (GPS) for a rental car is not reimbursable unless the AO can determine it was necessary for official business.		X		X
Green Card. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
GTCC 1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. Expedited Delivery. Reimbursable when authorized/approved by the AO.		X		X
Guide Services. Reimbursable when authorized/approved by the AO.		X		X
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during **TDY or PCS** travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel **within CONUS** requires at least 4 consecutive nights lodging. 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			**X**	**X**
Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of $2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16). 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		**X**		
Legal Service Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. ***http://travel.state.gov/travel/tips/safety/safety_1179.html*** for information on driving abroad. 4. ***This reimbursement applies only to members/employees but not their dependents.***	**X**	**X**	**X**	**X**
Lodging, Dual. Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		**X**		**X**
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
Lodging, Mandatory Fees/Charges. Separately reimbursable, in addition to room rate, when the expense is: a. not optional; and b. approved by the AO. Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'		X		X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		**X**		
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A). 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is $60/night, and lodging that	**X**	**X**	**X**	**X**

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
costs $110/night is chosen, tax on $60 may be reimbursed, which is the maximum authorized lodging amount. 2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable***.	X	X	X	X
Medical Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Mission-Related Expenses. Mission-related expenses ***are not reimbursable as travel expenses***. These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.				
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted. 3. 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X
Packer Services. Reimbursable when authorized/approved by the AO.		X		X
Paper Tickets. Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***Paper tickets bought for personal convenience are the traveler's financial responsibility.***	X	X	X	X
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. Reimbursement Eligibility a. General. Reimbursement is authorized for a: (1) Member, (2) Employee, and (3) Dependent (member's and/or employee's). b. **Uniformed Member**. Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. Item 5 below.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
c. **Civilian Employee**. Reimbursement authority is for an employee who is:	X	X	X	X
(1) A U.S. citizen (**NOTE: An eligible dependent does not have to be a US citizen**.)				
(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,				
(3) Serving under a service or renewal agreement, and				
(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or				
(5) Emergency Technical Support Personnel. Item 5 below.				
d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is:				
(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or				
(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.				
2. Acquired Dependent **(Uniformed Member Only)**. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.				
3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.				
4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.				
5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).				
6. Visa, Green card, and Photograph Fee for OCONUS Travel. These fees are reimbursable ICW official travel.				
7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.				
8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are **not** reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.				
9. Passport Fees. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. ***http://www.state.gov/travelandbusiness/***. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 11. Order for Visas and Physical Examinations. A order should be issued to authorize/approve (JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to: a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. 12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).	X	X	X	X
*Personal Expenses. ***Personal expenses are not reimbursable.*** These include batteries, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items.				
Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	**X**		**X**	
Phone Calls (Official) 1. The AO: a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). 2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.		**X**		**X**
Physical Examination Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Prepaid Phone Cards/Cell Phones. Communication Services.				
Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	**X**	**X**	**X**	**X**
Privately Owned Conveyance (POC) Use on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable: 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie-down fees.		**X**		**X**
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.				
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		**X**		**X**

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. Mission-related expenses.		X		X
Resort Fees. Resort fees, ***that are mandatory,*** are authorized.	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X			
Tips for Handling GOV'T Property. Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
Toll Collection Transponder Installed in a Rental Car. Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable unless the AO can determine it was necessary for official business.		X		X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
Visa and Photograph Fees for OCONUS Travel. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

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/perdiem/immediatechgs.html.

E. Authorized FEML Locations/Destinations

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

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

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

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

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

APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

A. R&R Leave Transportation. JFTR, par. U7300 (uniformed member)/JTR, par. C7750 (DoD civilian employee) for regulations concerning Funded R&R Leave Transportation.

B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only!

C. Policy Exception. The appointed DoD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DoD Executive Agent delegation authority is limited to the General or Flag Officer level.

D. R&R Locations/Destinations. The following are authorized R&R locations/destinations ***for a Uniformed Services member and for a DoD civilian employee:***

Authorized R&R Location	***Combatant Command**	**Authorized OCONUS Destination**	**Authorized CONUS Destination**
Afghanistan **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Albania	*EUCOM	Frankfurt, Germany	Baltimore, MD
Bahrain **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Bosnia-Herzegovina	*EUCOM	Frankfurt, Germany	Baltimore, MD
Croatia	*EUCOM	Frankfurt, Germany	Baltimore, MD
Cuba, Joint Task Force–GITMO ***only***	*SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk
Djibouti **2/3/**	*AFRICOM	Airport closest to the leave point	Airport closest to the leave point
Hungary	*EUCOM	Frankfurt, Germany	Baltimore, MD
Iraq **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Joint Task Force - South West Asia (JTF-SWA) **1/**	*CENTCOM	Frankfurt, Germany	Baltimore, MD
Jordan **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Kuwait **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Kyrgyzstan **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Macedonia, The Former Yugoslavia Republic of	*EUCOM	Frankfurt, Germany	Baltimore, MD
Montenegro	*EUCOM	Frankfurt, Germany	Baltimore, MD
Oman **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Pakistan **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Qatar **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Saudi Arabia **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point

Authorized R&R Location	*Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination
Serbia (includes Kosovo)	*EUCOM	Frankfurt, Germany	Baltimore, MD
Slovenia	*EUCOM	Frankfurt, Germany	Baltimore, MD
Somalia **3/**	*AFRICOM	Airport closest to the leave point	Airport closest to the leave point
Syria	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Tajikistan **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
United Arab Emirates **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Uzbekistan **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Yemen **2/**	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

Per PDUSD (P&R) memo dated 21 June 2004, as of that date, a member of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the U.S. APOD to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO/TMC and city-pair airfares were not available at that time, the member is authorized reimbursement of transportation costs NTE the policy-constructed airfare (APP A) (JFTR, par. U3120-D2). ***The authority for retroactive reimbursement does not extend to a civilian employee***.

***3/** Per OUSD (P&R) dated 20 April 2010 establishes the U.S. Africa Command (AFRICOM) R&R Leave Program by transferring two existing U.S. Central Command (CENTCOM) designated R&R locations, Somalia and Djibouti, to AFRICOM.