

**JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)****Change 288 — 1 December 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 December 2010 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

**SAMUEL B. RETHERFORD**  
Deputy Assistant Secretary of the Army  
(Military Personnel)

**CURTIS B. ODOM**  
Director of Personnel Management  
United States Coast Guard

**DR. RUSSELL BELAND**  
Deputy Assistant Secretary of the Navy (MPP)  
(Manpower and Reserve Affairs)

**JONATHAN W. BAILEY**  
RADM, NOAA  
Director, NOAA Corps

**BILL BOOTH**  
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: 14-10(I), 53-10(I), 102-10(E), 104-10(E), 114-10(I) thru 116-10(I), 119-10(I) thru 127-10(I), 130-10(I), and 131-10(I).

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

U1050, U4167-A1, U4800-E4, APP A1, APP R2-E5. Corrects The Misuse of The Term "Subsistence".

U2015-A, U2015-D, U3120-D. Adds OSD Memo on the Reduction of Centrally Billed Accounts (CBA) and corrects outdated DoDFMR references.

U3005-C1, and U3310-A1. Clarifies that only one day travel is authorized when POC is used as not advantageous to the GOV'T.

U3100-A5. Requires travel orders clearly show whether circuitous travel is for official or personal reasons.

U3110, U3120-A1a and T4025. Reinserts wording that allows USPHS and USCG to use the mandatory policy that all users must use the CTO to arrange all official travel transportation requirements.

U4141, U4173-D1 and D2, U4175-B, U4265-C, U5105-E3, U5106, U5210-D, U5417-D, U5417-E, U5720-E, U7200-C1c, U7225-D2c. Updates examples using the standard CONUS per diem rate with FY11 rates - from \$116 (\$70/\$46) to \$123 (\$77/\$46) effective 1 October 2010.

U5310-A4. Clarifies that HHG weight limit in combined PCS Orders is not increased – only the authorized distance changes.

U7150, U7160, U7175, and U7180. Rewrites and reformats wording for JFTR, Chapter 7, Part G.

U7400. Rewrites and reformats wording for JFTR, Chapter 7, Part N.

U7800, U7801, and U7803. Rewrites and reformats wording for JFTR, Chapter 7, Part V.

U7980. Rewrites and reformats wording for JFTR, Chapter 7, Part Z2.

U7970. Rewrites and reformats wording for JFTR, Chapter 7, Part Z1.

U9185-A2. Clarifies that when the member and/or dependents check into or out of temporary lodgings at a time of day which results in the payment of additional room charges, the rates shown in JFTR, par. U9185-E, are applied to lodging only.

APP A, Parts 1 and 2. Updates JFTR/JTR, APP A changing MARS acronym to Military Auxiliary (was 'Affiliate) Radio System and add DoDI 4650.02 which replaces the cancelled reference, DoDD 4650.2. See <http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf> for more information.

APP F. Adds Caracas, Venezuela as a Consumable Goods Allowance location.

APP H. Clarifies mission reasons in the premium class decision support tools.

APP S. Updates FEML locations.

APP U. Extends R&R transportation allowances to eligible civilian employees assigned to Pakistan and continues the same allowances for eligible civilian employees assigned to Iraq and Afghanistan.

**JOINT FEDERAL TRAVEL REGULATIONS**

**VOLUME 1**

**CHANGE 288**

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

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| Part C            | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  |
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| Part A            | <b>288</b>           | <b>287</b>           | <b>286</b>           | 278                  | 278                  | 278                  | 278                  | 278                  | 278                  | 278                  | <b>278</b>           | 275                  | 275                  | <b>275</b>           |
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| Part C            | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  |
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| Part G            | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  | 264                  |
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| Part B            | <b>288</b>           | <b>287</b>           | <b>286</b>           | 283                  | 283                  | <b>283</b>           | 280                  | 280                  | <b>280</b>           | 278                  | <b>278</b>           | <b>277</b>           | <b>276</b>           | <b>275</b>           |
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| Part B2          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |

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| Part B4           | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |
| Part B5           | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |
| Part B6           | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |
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| Part B            | 283          | 283          | 283          | 283          | 283          | 283          | 278          | 278          | 278          | 278          | 278          | 264          | 264          | 264          |
| Part C            | 286          | 286          | 286          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |
| Part D            | 282          | 282          | 282          | 282          | 282          | 282          | 282          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |
| Part E            | 283          | 283          | 283          | 283          | 283          | 283          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |
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| Part F2           | 283          | 283          | 283          | 283          | 283          | 283          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |
| Part F3           | 283          | 283          | 283          | 283          | 283          | 283          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |
| Part G            | 288          | 284          | 284          | 284          | 284          | 283          | 280          | 280          | 280          | 278          | 278          | 271          | 271          | 271          |
| Part H1           | 288          | 286          | 286          | 283          | 283          | 283          | 282          | 280          | 280          | 275          | 275          | 275          | 275          | 275          |
| Part H2           | 288          | 284          | 284          | 284          | 284          | 278          | 278          | 278          | 278          | 278          | 278          | 275          | 275          | 275          |
| Part I            | 286          | 286          | 286          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          |
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| Part O            | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 269          | 269          | 269          |
| Part P            | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |
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| Part U            | 286          | 286          | 286          | 280          | 280          | 280          | 280          | 280          | 280          | 269          | 269          | 269          | 269          | 269          |
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| Part X            | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |
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| TOC               | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 265          | 265          | 265          | 265          | 265          |
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| TOC               | 282          | 282          | 282          | 282          | 282          | 282          | 282          | 280          | 280          | 264          | 264          | 264          | 264          | 264          |
| Part A            | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          |
| Part B            | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 269          | 269          | 269          | 269          | 269          |
| Part C1           | 286          | 286          | 286          | 277          | 277          | 277          | 277          | 277          | 277          | 277          | 277          | 277          | 275          | 275          |
| Part C2           | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |
| Part C3           | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |
| Part C4           | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |
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| TOC               |              |              | 286          | 277          | 277          | 277          | 277          | 277          | 277          | 277          | 277          | 277          |              |              |
| Part 1            | 288          | 287          | 286          | 283          | 283          | 283          | 281          | 281          | 280          | 279          | 278          | 277          | 276          | 271          |
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| Part 1            | 284          | 284          | 284          | 284          | 284          | 278          | 278          | 278          | 278          | 278          | 278          | 269          | 269          | 269          |
| Part 2            | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 278          | 278          | 276          | 276          | 269          |
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| Part 3B           | 288          | 286          | 286          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |
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| Part 4B           | 286          | 286          | 286          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 266          | 266          | 266          |
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| Part 3            | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |

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| Part 1            | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |
| Part 2            | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |
| Part 3            | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |
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| Part 1            | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          |
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| Part 1            | 287          | 287          | 280          | 280          | 280          | 280          | 280          | 280          | 280          | 267          | 267          | 267          | 267          | 267          |
| Part 2            | 287          | 287          | 286          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 274          | 274          | 274          |
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| Part 1            | 286          | 286          | 286          | 285          | 273          | 273          | 273          | 273          | 273          | 273          | 273          | 273          | 273          | 273          |
| Part 2            | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |
| Part 3            | 286          | 286          | 286          | 285          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          | 275          |
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| TOC               | 287          | 287          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |
| Part 1            | 287          | 287          | 276          | 276          | 276          | 276          | 276          | 276          | 276          | 276          | 276          | 276          | 276          | 272          |
| Part 2            | 288          | 287          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 278          | 276          | 276          | 275          |
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| APP T             | 286          | 286          | 286          | 274          | 274          | 274          | 274          | 274          | 274          | 274          | 274          | 274          | 274          | 274          |
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# JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

## VOLUME 1

### UNIFORMED SERVICE PERSONNEL

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## PART A: APPLICABILITY AND GENERAL INFORMATION

### U1000 APPLICATION

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

B. **Application.** Each Active and RC member, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DOS) to which assigned, is covered by JFTR. APPs A1 for definitions and A2 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 supplemental written material paragraphs reference the JFTR. DoDD 5154.29 (<http://www.dtic.mil/whs/directives/corres/pdf/515429p.pdf>) 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](mailto: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. Each Service or Services jointly, should issue implementing administrative and/or procedural written material for certain allowances. The listing below cites allowances that do or should have Service implementing written material. There may be additional implementing written material 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 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 written material 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 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 written material. DDESS funds and issues necessary orders.*

**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.

**U1037 TDY CANCELED OR CHANGED**

A traveler must promptly cancel airline and/or lodging reservations when it is known that they will not be used (e.g., TDY canceled, curtailed or changed). All unused tickets must be promptly turned into the issuing CTO. A traveler's failure to follow these procedures may make the traveler financially liable for any resulting losses.

**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 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. An ADT tour 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-F2b(2)).

***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 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 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 written material.
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. 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 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 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 does not

provide this service.

e. Paying for Arranged Services and Obtaining Cash to Pay Expenses while Traveling. The CTO 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 produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. *A 'hotel' receipt from an online booking agent, that is not itemized, is not a lodging receipt.*

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

1. 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 (*not near*) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.
2. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (*not near*) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (DOHA [Claims Case No. 2009-CL-080602.2](#), 7 July 2010).
3. GOV'T QTRS availability/non-availability must be documented as indicated in par. U1045-C.
4. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:
  - a. When adequate GOV'T QTRS on that U.S. INSTALLATION use is directed, and
  - b. Those QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and
  - c. 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 \(1965\)](#)).

5. 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 or elsewhere). The non-availability documentation indicated in par. U1045-C is required only for GOV'T QTRS 'on' 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. An/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**

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

**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

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**Part A: Applicability & General Information**

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that provide lodging. Each DoD component must ensure that not less than 90% of all official travelers who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet GOV'T requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Services are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated TMS (APP A, TRAVEL MANAGEMENT SYSTEM (TMS)) 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 A: TRAVEL POLICY

### U2000 GENERAL

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

1. They must use the least expensive unrestricted economy transportation accommodations (APP A) unless otherwise provided for in par. U3125-B, U3130, or U3135.
2. Other than Economy/Coach (First and Business) Class Travel/Accommodations. (APP A1): See pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for GOV'T-funded other than economy/coach class transportation to be provided. See APP H2, Sec C, for a first-class and H3, Sec B for a business-class decision support tool.

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

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

***NOTE: The attendant who is authorized transportation under par. U7250-B or U7251-B may be authorized/approved for other than economy-/coach-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized other than economy-/coach-class accommodations use and requires the attendant's services en route.***

*Authorization for one member of a family to use other than economy-/coach-class accommodations due to a disability does not authorize the entire family to use other than economy-/coach-class accommodations during official travel. Other than economy/coach class authorization is limited to the disabled traveler and attendant (if required). See APP A SPECIAL NEEDS definition.*

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

3. Travel other than by a usually traveled route must be justified.
4. A member or dependent may not be provided contract city-pair airfares provided under GSA contract (APP P) or any other airfares intended for official GOV'T business for any portion of a circuitous route traveled for personal convenience.
5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3125-C.
6. Personnel written material dictates if/how leave is to be charged for workday time not justified as official travel.
7. A member may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.
8. A member may not be reimbursed for travel at personal expense (par. U3120-D) on non-U.S.-certificated ships/aircraft, except as specified in par. U3130-F.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service must:

1. Authorize only travel necessary to accomplish the GOV'T's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the GOV'T's needs are authorized.

**U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**

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

B. Receipts. A traveler must maintain records to validate individual expenses of \$75 or more and for all lodging costs (except when authorized a flat rate 55% contingency per diem, par. U4105-I4). All receipts should be maintained as required by finance regulations.

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

D. Lodging Programs

1. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide adequate quality lodging at/below per diem and properties often are close to TDY location worksites.
2. Use of lodging facilities in these programs often results in cost savings to the GOV'T.

3. The FedRooms Lodging Program lodging rate is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.
4. Not all programs are available to all travelers.

***NOTE: The Army Lodging Success Program, Navy Elite Lodging Program, GSA's Fed Rooms Lodging Program, including GOV'T contracted quarters not located on an Installation to which the member is assigned are not GOV'T QTRS. (DOHA [Claims Case No. 2009-CL-080602.2](#), 7 July 2010).***

#### U2015 GOV'T TRAVEL CHARGE CARD (GTCC) USE

\*A. General Policy. "It is the general policy of DoD that the GTCC be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other IE, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card and OSD (P&R) memo of 5 May 2007, subject: Reduction of Centrally Billed Accounts).

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

C. Non-DoD Policy. The policies and procedures for the GTCC program are found in Service regulations.

D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statement. A statement must be on each travel order indicating whether transportation tickets ordinarily are purchased using a GTCC CBA or an IBA. *This statement alerts voucher examiners when a transportation cost shows up as a reimbursable expense, and assists in preventing duplicate payments.*

***\*NOTE: [DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 031003](#) (available at: [http://www.dod.mil/comptroller/fmr/09/09\\_03.pdf](http://www.dod.mil/comptroller/fmr/09/09_03.pdf)) indicates the purposes for which a DoD GTCC may be used. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order is issued. The official who directed the travel is responsible for providing a confirmatory travel order to the CTO.***

#### U2020 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). The DTOD:

1. Is the only official source for worldwide PCS and TDY distance information.
2. Replaces all other sources used for computing distance (except for airplanes as in par. U2020-B below).
3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to/from foreign locations).

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

4. Provides distances which must be rounded to the nearest mile for each leg of a journey.
5. Does *not* apply to the following travel distances that are determined by odometer readings:

- a. In and around the PDS/TDY sites,
- b. Between home/office and transportation terminal,
- c. For short distance moves, within the same city, or
- \*d. Round trip travel between home and active duty tour site for an RC member performing active duty when the member commutes under the provisions of par. U7150-B.

6. [Website](http://dtod.sddc.army.mil) is found at <http://dtod.sddc.army.mil>.

B. Privately Owned Airplane

- 1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
- 2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
- 3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

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

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

**U2025 STANDARD CONUS PER DIEM RATE**

A. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](#).

B. *Effective 1 October 2010*, the Standard CONUS per diem rate is:

| <u>LODGING</u> | <u>M&amp;IE</u> | <u>TOTAL</u> |
|----------------|-----------------|--------------|
| \$77           | \$46            | \$123        |

## 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/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.*) A TDY location can be changed to a PDS (pars. U4105-J and U7125-C), but a PDS may not be changed to a TDY station once travel to the PDS is complete (i.e., member has reported for duty). 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 other than economy/coach class travel. If travel in other than economy/coach 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 A1 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-F, 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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## PART D: ADVANCE OF FUNDS

### U2300 ADVANCE PAYMENTS

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

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

1. Discounted Conference or Training Registration Fee, APP R2, par. H;
2. Temporary duty travel (including advance lodging deposits), Ch 4, Part J;
3. Member PCS, par. U5104
4. Dependent outpatient travel, par. U5240-C10;
5. Dependent PDT, par. U5204;
6. HHG transportation, par. U5319;
7. Mobile home transportation, par. U5560;
8. DLA, Ch 5, Part G, and pars. U6013 and U6060;
9. Recruiting expenses, par. U7033;
- \*10. SROTC member, par. U7154-B4;
11. Attendants on behalf of member patients, pars. U5250-G and U7252-A;
12. Escorts and attendants of dependents, par. U7555; and
13. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9157 and U10028. **NOTE:**  
***Advance MIHA is not authorized.***

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## PART A: APPLICABILITY AND GENERAL RULES

### U3000 SCOPE

A. Applicability. This Chapter applies to all travel incident to TDY and PCS by any transportation mode. It prescribes rules concerning accommodations a member or dependents may use on a specific mode, U.S.-certificated carrier use, travel agency use, transportation expense reimbursement, travel within and around a member's TDY or PDS location, and accompanied baggage transportation authority.

B. Transportation Mode. Official TDY or PCS travel may be authorized/approved on any combination of the following:

1. GOV'T (including foreign government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. Commercial (including GOV'T-contracted) aircraft, train, bus, or ship (ocean, waterway or ferry), ***NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***
3. POC,
4. Special conveyance,
5. Taxicab, bus, streetcar, subway or other public conveyances, and
6. Airport limousine, or courtesy conveyance.

***NOTE: For the limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DoDD 4500.56, DoD Policy on Use of GOV'T Aircraft and Air Travel, Encl. 2.***

### U3001 ALLOWABLE TRANSPORTATION EXPENSES

Transportation expenses include the cost of airline, train (including sleeping accommodations or parlor car seats), ship (including ocean, waterway or ferry), and bus tickets, transportation to/from carrier terminals and special conveyance cost. POC operating expenses ordinarily are reimbursed through a mileage allowance. Transportation expenses reimbursement and mileage are in addition to the per diem or actual expense allowances prescribed in Ch 4, Part B and C.

### U3002 DIRECTING TRANSPORTATION MODE

#### NOTES:

***1. Throughout par. U3002 and the rest of JFTR, users must remember that it is MANDATORY DoD policy to use a CTO for all official transportation requirements.***

***2. Non-motorized transportation mode (bicycle, etc.) may be authorized by the AO; however, a mileage allowance is not authorized for the official travel (par. U2600). The AO may authorize reimbursement of transportation related expenses involving non-motorized transportation in the GOV'T's interest NTE the most advantageous transportation mode cost per the AO determination.***

A. General. The AO official may direct the use of one or more transportation modes for a member on TDY travel that does not involve a PCS move. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed (par. U5107) for an individual PCS move. Par. U5108-A for transoceanic PCS travel. ***A member may not be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode.*** The member may select POC for overland PCS travel. If no mode is directed, the member may select a transportation mode that allows the mission to be completed within

the prescribed time limits. The member is bound by all regulations pertaining to the directed or, if appropriate, the selected transportation mode.

\*B. Travel Reimbursement. Except PCS transoceanic travel (par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost.

***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7450-A, U7451, U7500, and U7551, items 3 and 4.*** Par. U3120 regarding mandatory CTO use.

C. Other Reimbursable Expenses. Reimbursement for additional TDY transportation expenses (e.g., taxicab, bus, streetcar fares) is allowable as authorized in Ch 3, Part E.

### U3003 AUTHORIZED MODE

The AO, when not required to direct the transportation mode, ordinarily determines the authorized transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the AO fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

### U3005 TRAVEL TIME

A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation. Travel time for travel by GOV'T conveyance (except GOV'T automobile) and/or common carrier obtained by ***GOV'T-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode. A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, NTE the allowable travel time for the directed transportation mode.

#### C. POC

\*1. TDY. Generally, 1 travel day is allowed for each 400 miles of official ordered travel distance. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

- a. POC if to the GOV'T's advantage, and
- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
- c. GOV'T vehicle.

***\*NOTE: If a POC is used but not authorized by the AO as being to the GOV'T's advantage, travel time is limited to that authorized in par. U3005-A for commercial transportation for the official ordered travel distance.***

2. PCS. Generally, 1 travel day is allowed for each 350 miles of ordered travel official distance. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. Par. U5160-E ICW additional travel time.

3. Driving Distance Per Day. There is no mandatory distance that must be driven per day.

D. Travel by Aero Club. When a travel order does not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, up

to the time allowed if commercial transportation had been used.

E. TDY Travel by Mixed Mode

1. POC Use to the GOV'T's Advantage. If a member travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3005-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. U3005-C for POC travel for the ordered travel official distance.

2. POC Use Not to the GOV'T's Advantage. If a member travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3005-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total time cannot exceed that authorized in par. U3005-A for commercial transportation for the ordered travel official distance.

F. Travel by Special Conveyance. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

**U3006 TRAVEL SCHEDULE**

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of par. U3006. Consider:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being; and
6. The traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

**U3010 SEPARATE JOURNEYS**

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,
2. TDY station,
3. POE,
4. POD,
5. First duty station,
6. Last duty station,
7. HOR,
8. HOS,

9. PLEAD,
10. A designated place,
11. A COT leave location,
12. Safe haven location IAW par. U5120-I,
13. POV loading port/VPC,
14. POV unloading port/VPC, and
15. POV storage facility.

### U3015 ACCOMPANIED BAGGAGE AND EXCESS ACCOMPANIED BAGGAGE TRANSPORTATION

A. General. This par. prescribes transportation authority for:

1. Accompanied baggage transported free on a transportation ticket, and
2. Excess accompanied baggage.

See APP A for definitions of BAGGAGE and BAGGAGE, ACCOMPANIED.

B. Accompanied Baggage

1. General. The rules governing accompanied baggage allowances and charges for excess accompanied baggage are outlined in the carrier's tariff. Travelers should check with individual transportation carriers, prior to travel, for guidance on the allowances and limitations of baggage weight and size as well as the number of bags allowed.
2. Accompanied Baggage Transfer. Itemized necessary accompanied baggage transfer expenses are reimbursable except when the member is receiving TDY mileage or MALT.
3. Accompanied Baggage Return as Part of a Troop Movement. When a member's accompanied baggage is transported as part of a troop movement but the member is later removed from the movement order, expedited transportation may be used to return/forward the accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

C. Excess Accompanied Baggage

1. Definition. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.
2. Traveler Responsibility. *The traveler should be financially prepared to pay for excess accompanied baggage while traveling.*
3. Authorization/Approval. Excess accompanied baggage may be authorized/approved by the AO.
4. Expense Reimbursement (APP G)
  - a. Reimbursement Allowed. Examples of when excess accompanied baggage may be necessary (ICW official travel) are:

- (1) Family size;

- (2) A traveler with a disability/special needs (i.e., ambulatory/respiratory aids); or
  - (3) Professional article(s)/material required for official duties at the TDY/next PDS location.
- b. Reimbursement Not Allowed. *Excess accompanied baggage reimbursement is not for:*
- (1) Pets (par. U5810-D); and/or
  - (2) Costs incurred when a traveler purchases an airline ticket to accommodate circuitous/personal convenience travel ICW official travel and excess accompanied baggage costs would not have been incurred if a GOV'T-procured airline ticket was available and used (par. U2010).
5. Transportation Charges. Excess accompanied baggage charges that have been authorized before travel may be:
- a. Included in GOV'T-procured transportation documents,
  - b. Reimbursed to the traveler, or
  - c. Paid for with a MCO.

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## SECTION 1: GENERAL

### U3100 GENERAL

#### A. Transportation Policy

1. General. *It is GOV'T policy that the least expensive unrestricted economy/coach-class (see APP A) accommodations should be used for all passenger transportation modes (pars. U3125, U3130, and U3135 for exceptions).*
2. Prudence. Each member must, and each dependent should, exercise the same care in incurring expenses paid by GOV'T funds as a prudent person would when traveling on personal business at personal expense.
3. GSA City-Pair Program/Airfares. (APP P) *Contract city-pair program regulations are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 (<http://www.transcom.mil/j5/pt/dtr.cfm>).*
4. Official Travel. Transportation procured and/or paid for by the GOV'T may be used only for that portion of a trip properly chargeable to the GOV'T. Any additional expense is the traveler's financial responsibility.
- \*5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility. To avoid confusion, misrouting and misuse of city-pair airfares or other airfares limited to official GOV'T business and/or GOV'T funds, travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.  
  
Example 1: A traveler is TDY from Washington, DC, to Dallas, TX, but must be routed through Denver, CO, to accompany a handicapped traveler whose PDS is Denver. The only TDY location is Dallas, but the order must show the routing through Denver is for official business. The travel document must clearly state that the circuitous routing is for official business, at GOV'T expense, and city-pair airfares are authorized.  
  
Example 2: A traveler TDY from Ramstein AB, GE, to Fort Bragg, NC, is authorized personal/leave travel via Miami, FL, on the return trip. The travel order must clearly identify Miami as a personal/leave location and state that excess cost is the traveler's expense and that neither city-pair airfares nor other airfares restricted to official GOV'T business may be used to or from Miami since Miami is not an official location.
6. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel-related regulations.
7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). Par. U2000-A2c contains medical reasons/justification for other than economy/coach class accommodations. A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.
8. Foreign Flag Reimbursement. *Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.*
9. Dependent Seating. Each dependent is authorized a seat.

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

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

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

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

#### U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

DTR 4500.9-R, Part I for Passenger Movement. For policy and FAQs regarding the City-Pair Program, APP P.

#### U3110 PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION REIMBURSEMENT

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

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

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

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

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

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

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

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

## U3120 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

#### 1. Mandatory Policy

***\*a. It is mandatory policy that a Uniformed Service member use an available CTO to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at GOV'T expense without prior proper authority (pars. U3125, U3130, and U3135 for exceptions).***

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

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

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

3. Failure to Follow Regulations

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

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

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

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

B. Requirements

1. When making travel arrangements, travelers should use the following:

a. A CTO (APP A), or

b. In-house travel offices, or

2. All travel arrangements must be made IAW:

a. DoDD 4500.09E (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>;

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and

c. Service regulations that supplement the DoDD and the DoDI.

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

D. Transportation Reimbursement

1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (APP A) airfare that meets mission requirements.

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

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

***\*NOTE 3:*** DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 031003 (available at: [http://comptroller.defense.gov/fmr/09/09\\_03.pdf](http://comptroller.defense.gov/fmr/09/09_03.pdf)) indicates the purposes for which a GTCC may be used by a DoD traveler. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written order is issued. The official who directed the travel is responsible for promptly providing a confirmatory order to the CTO.

#### U3122 UNUSED GOV'T-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

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

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

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## PART D: POC TRAVEL

### U3300 TDY BY POC

A. Policy. Uniformed Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and to the GOV'T's advantage, based on the facts in each case.

B. Authorization/Approval. The AO should authorize/approve POC travel only if it is to the GOV'T's advantage when compared to travel by GOV'T conveyance or commercial carrier, and not solely for member's convenience. POC use may be to the GOV'T's advantage when, for example:

1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. There is no practicable commercial transportation; or
3. Common carrier use would be so time-consuming that it would delay the mission.

### *POC use cannot be directed*

C. Official Distances. See par. U2020.

D. PCS Travel by POC. See Ch 5, Parts B and C.

### U3305 POC USE ON TDY TO THE GOV'T'S ADVANTAGE

A. TDY Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for POC travel over the most direct route between the official stations involved. The member also is authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid TDY mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized TDY mileage for the ordered official travel distance at a rate per mile for the POC type used. See par. U2600 for applicable TDY mileage rates.
2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized TDY mileage. The passenger is authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable official travel time computed under par. U3005-C.
3. Extra Mileage to Transport Passengers. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at home. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

B. Reimbursement for Actual Transportation Costs. A member ordinarily is paid TDY mileage as in par. U3305-A. However, instead of paying TDY mileage, the AO may authorize/approve reimbursement for actual transportation costs when requested by the member and to the GOV'T's advantage and POC use with reimbursement on a mileage basis would result in a financial hardship for the member ([Comp. Gen B-185733, 1 September 1976](#)). ***When actual transportation cost reimbursement is authorized, the authorization/order should reference par. U3305-B.*** Reimbursement of actual expenses must be limited to the following for the POC type used. Privately-owned:

1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and 'trip insurance' for travel in foreign countries. See APP G.

2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. Boat: fuel, oil, and docking fees.

*Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.*

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, a traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures and DoDI 1340.21, Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests.***

C. Privately-owned Aircraft other than an Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual operation cost rather than TDY mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following are not reimbursable expenses: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Travel by Privately Owned Boat. A member who uses a privately owned boat, authorized as being to the GOV'T's advantage, as a POC is authorized actual expense reimbursement. ***A mileage allowance must not be paid.*** These expenses include fuel, oil and docking fees. The member is also authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable travel time as computed under par. U3005-C.

E. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is authorized the appropriate TDY mileage, plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Ch 4, Part B, for actual travel. The total amount reimbursed may not exceed the amount of TDY mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The AO may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the official POC-traveled distance, plus the cost of transportation purchased from personal funds and per diem under Ch 4, Part B) of the ordered travel when justified in documented unusual circumstances.

### U3310 POC USE ON TDY NOT TO THE GOV'T'S ADVANTAGE

#### A. Limitation

\*1. When, for personal preference, a POC is used instead of common carrier transportation for official travel, travel reimbursement is computed at the TDY mileage rate in par. U2600 plus per diem for the travel time authorized in par. U3005-A for commercial transportation. ***NOTE: If a member uses a privately owned aircraft other than airplane or uses a privately owned boat, reimburse the actual transportation costs as described in par. U3305-C or U3305-D, instead of paying TDY mileage and the reimbursable expenses cited in pars. U3310-B1 and U3310-B2 below.***

2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
3. Par. U3310 does not apply to travel performed under par. U3345 ([B-183480, 4 September 1975](#)).

#### B. TDY Mileage and Per Diem Computation

1. The TDY mileage allowance is computed for the DTOD distance between authorized points.
2. Ferry fares; bridge, road, and tunnel tolls; and vehicle parking fees (related to official business) are added to the amount in par. U3310-B1.
3. The per diem rate authorized in the travel authorization/order is used for computing per diem.

**C. Constructed Transportation Cost and Per Diem Computation**

1. The GOV'T's constructed transportation cost is computed on fares or charges for policy-constructed airfare (APP A) between authorized points.
2. Air transportation constructed cost includes any taxes or fees the GOV'T would pay if GOV'T-procured transportation had been provided.
3. Taxi fares and excess baggage costs that would have been allowed are included.
4. The constructed POC transportation cost includes transportation expenses for:
  - a. The member claiming mileage, and
  - b. A person performing official travel as a passenger (uniformed member and/or civilian employee only) in the same conveyance.

**D. Comparison.** Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

**E. Passengers**

1. Passengers, accompanying the member claiming mileage, are not authorized TDY mileage.
2. Per diem for eligible passengers is computed by comparing the total per diem payable for the:
  - a. Travel performed, and
  - b. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

**F. Mixed Mode Transportation**

1. If the member is not authorized to travel by POC as being to the GOV'T's advantage and travels partly by:
  - a. POC for personal convenience, and
  - b. Common carrier at personal expense,the member is authorized:
  - c. Appropriate TDY mileage plus per diem under par. U3305-A for the distance traveled by POC, plus
  - d. Transportation cost purchased with personal funds and per diem under Ch 4, Part B, for actual travel.
2. The total amount is limited to the cost had GOV'T-procured transportation been used, plus per diem under Ch 4, Part B, for constructed travel time for the official distance of the ordered travel.

**U3320 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**

**NOTES:**

*1. A member performing TDY as an aircrew member, Armed Forces courier, or any other member whose primary duty makes the air terminal a regular duty place may not be reimbursed for POC operating expenses to and/or from the air terminal. See par. U2200.*

*2. If a member of the traveler's family drives, it is presumed that the traveler incurs the expense.*

A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off and/or pick-up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round-trip(s) distance, and
2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal to begin a TDY trip and then from the terminal to a residence/PDS when the TDY is completed, the member responsible for incurring the POC operating expenses is:

1. Paid TDY mileage and
2. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

***NOTE: Transportation terminal parking fees while TDY may be reimbursed NTE the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a short TDY is unexpectedly extended after departure), the AO may waive this cost limitation.***

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is:

1. Paid TDY mileage, and
2. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

D. Another Official Traveler Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one TDY traveler (usually the driver) who incurs the expense is paid the TDY mileage for the trip.
3. ***Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one-way taxicab fares, including allowable tips.***

**U3325 POC USE BETWEEN RESIDENCE AND TDY STATION**

When POC use is authorized/approved as being to the GOV'T's advantage for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is authorized reimbursement for the distance traveled between the residence and the TDY station.

### U3330 POC TRAVEL INVOLVING A CAR FERRY

A. General. When a car ferry is used during POC travel, the transportation allowances in pars. U3330-B, U3330-C, and U3330-D are authorized. See par. U4160 for per diem for TDY travel by car ferry and par. U5116-C3 for PCS travel. Par. U3130 prescribes travel by commercial ship transportation.

#### B. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. TDY Travel Only. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.

3. PCS Travel Only. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

4. More Than One Car Ferry. If more than one car ferry is used, TDY mileage/MALT, whichever is applicable, is payable for overland travel between ferries.

#### C. Ferry Fees. The member is authorized:

1. GOV'T-procured ferry transportation; or

2. Reimbursement for personal transportation costs on the car ferry NTE the GOV'T-procured ferry transportation cost.

D. Foreign Registered Ship Use. See par. U3130-F for required documentation if a U.S. registered ferry is not available.

### U3335 EXPENSES WHEN TDY MILEAGE OR MALT IS PAYABLE

A. Reimbursable Expenses. See APP G.

B. Non-Reimbursable Expenses. A member who travels by POC for the entire journey and is paid TDY mileage or MALT may not be reimbursed for:

1. Fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and

2. Transportation to or from carrier terminals (par. U3320).

#### C. POC Repairs

1. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not ordinarily reimbursable expenses ICW using a POC on official travel.

2. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721 (2004)). See <http://141.116.74.201/regs/comp-gen-dec/31USCS3721-2004.PDF>.

### U3340 POC USE IN AND AROUND PDS OR TDY STATION

For allowances when a POC is used within or around a PDS and TDY station, see Ch 3, Part F.

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**U3345 POC USE INSTEAD OF GOV'T VEHICLE**

A. General. TDY mileage reimbursement for POC use is based on the cost incurred if a GOV'T vehicle could have been used. In addition to TDY mileage reimbursement (see par. U2600 for current rates) for the official distance, the member is authorized reimbursement for expenses authorized under par. U3305-A1 that would have been incurred if a GOV'T vehicle had been used.

B. TDY Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. U2020), and the appropriate TDY mileage rate in par. U2600.

C. GOV'T Vehicle Use Is to the GOV'T's Advantage. When GOV'T vehicle use is to the GOV'T's advantage but the GOV'T authorizes, and the member uses, a POC instead of using a GOV'T auto, the rate in par. U2600 applies.

D. GOV'T Vehicle Use Directed

1. GOV'T Vehicle Makes the Trip. *When a member is directed to use a GOV'T vehicle as a passenger or as a driver, with one or more other travelers, but the member uses a POC for TDY travel, the member is not authorized any reimbursement if the GOV'T vehicle made the trip without the member.*

2. Traveler Authorized to Use a POC. If, under par. U3345-D1 circumstances, the GOV'T vehicle is used by some of the travelers but the AO authorizes a traveler to use a POC as a matter of personal preference, that traveler is authorized reimbursement at the par. U2600-D partial rate for POC use ([62 Comp. Gen. 321 \(1983\)](#)).

3. GOV'T Vehicle Does Not Make the Trip. When a member is directed to use a GOV'T vehicle, one is available, the member uses a POC for TDY travel, and the other travelers do not use the GOV'T vehicle for the same trip, TDY mileage reimbursement is at the par. U2600-D rate for POC use when GOV'T vehicle use is to the GOV'T's advantage.

## PART B: PER DIEM

### U4100 GENERAL

Per diem is designed to offset lodging and M&IE costs 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 1:** *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., Pentagon, 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, Hawaii) 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. (DOHA [Claims Case No. 2009-CL-080602.2](#), 7 July 2010).*

**NOTE 2:** *When the location (reservation, station or other established area) is not specifically listed in the per diem table, the applicable per diem rate is based on the front gate location for the reservation, station or other established area. Refer to the [U.S. Census Bureau website \(http://quickfacts.census.gov/cgi-bin/qfd/lookup\)](http://quickfacts.census.gov/cgi-bin/qfd/lookup) which can help determine in which county a destination is located.*

**NOTE 3:** *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 all cities and towns in the county. 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 A).

1. Limitations. The following circumstances may affect per diem reimbursement.
  - a. Retained lodging expenses during a member's authorized absence (pars. U7225 and U7226).
  - b. CONTINGENCY OPERATION flat rate per diem applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodgings-Plus' method, for that area applies.
  - c. Dual lodging (par. U4135).
2. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a CONTINGENCY OPERATION flat rate per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.
3. CONTINGENCY OPERATION Per Diem Exception. The Secretary Concerned or authorized delegated authority may adjust the CONTINGENCY OPERATION flat rate per diem when the 55% rate is determined to be insufficient or overly generous. ***Per diem rate adjustment must be authorized before travel.*** For example, the Secretary Concerned or the authorized delegated authority, before travel begins, may authorize the

following per diem rate adjustments:

- a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or
- b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or
- c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.
- d. Full locality per diem rate (and 'Lodgings-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

4. **Per Diem Computation.** The CONTINGENCY OPERATION flat rate per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable TDY locality [per diem rate](#), plus lodging tax (par. U4105-I4c). ***A lodging receipt is not required for lodging reimbursement (par. U2510-I4); 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 ( $\$259 \times 55\% = \$142.45$ , rounded up to \$143), plus lodging tax of \$15/night.

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

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

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

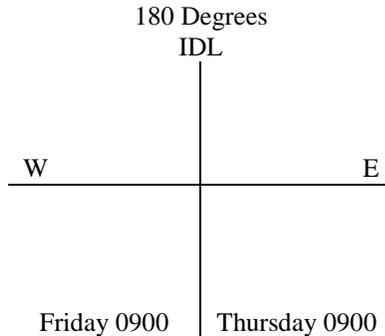
Pay the departure TDY day to the PDS - \$45.75 ( $\$61 \times 75\% = \$45.75$ ).

J. When the TDY Station Becomes the PDS. A member, who while at a TDY station receives a PCS 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:

| <b>Example 1</b>   |   |               |                   |
|--|---|---------------|-------------------|
| <b>TDY Travel Involving IDL with a 'Lost' Day</b>  |   |               |                   |
| 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. |   |               |                   |
| <b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b>  |   |               |                   |
| 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   | $75\% \times \$90 =$                                      |               | \$67.50           |
| 19 August Thursday   | NO PER DIEM   |               |                   |
| 20-24 Aug (Friday-Tuesday)   | $\$135 + \$90 = \$225/\text{day} \times 5 \text{ days} =$ |               | \$1,125.00        |
| 25 Aug Wednesday   | $\$90 \text{ (M\&IE)} =$                                  |               | \$90.00           |
| 25 Aug Wednesday   | $75\% \times \$90 =$                                      |               | \$67.50           |
| <b>Total</b>   |   |               | <b>\$1,350.00</b> |

| <b>Example 2</b>   |                                     |               |                   |
|--|-------------------------------------|---------------|-------------------|
| <b>TDY Travel Involving IDL without a 'Lost' Day</b>   |                                     |               |                   |
| 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. |                                     |               |                   |
| <b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b>  |                                     |               |                   |
| 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           |
| <b>Total</b>   |                                     |               | <b>\$1,380.00</b> |

**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.*

H. Online Booking Tool. Despite any savings realized through online booking agents, subject to Service requirements the CTO should be used for lodging arrangements or the traveler should reserve a room directly with the hotel/chain (including the hotel's online website). *Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.*

#### 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.*

| <b>Example 1</b>   |                |  |       |
|--|----------------|--|-------|
| <i><b>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</b></i>   |                |  |       |
| 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. |                |  |       |
| <b>Per Diem Rates for This Example</b>   |                |  |       |
| Location   | Max Lodging    | M&IE   | Total |
| A  | \$130          | \$46   | \$176 |
| B  | \$119          | \$46   | \$165 |
| <b>Reimbursement for the Location A Apartment for 5 days</b>   |                |  |       |
| Lodging Cost   | Number of Days | Total  |       |
| \$45   | 5              | \$225  |       |
| <b>Per Diem for the TDY Assignment in Location B</b>   |                |  |       |
| <b>First Day</b>   |                |  |       |
| (Departure day from Location A and arrival day in Location B):   |                |  |       |
| Lodging  | M&IE           | Total  |       |
| \$95   | \$46           | \$141<br>plus lodging tax ( <i>NOTE</i> )                      |       |
| <b>Second thru Fifth Day</b>   |                |  |       |
| (Lodging cost + M&IE/day) x 4 days   |                |  |       |
| Lodging  | M&IE           | Total  |       |
| \$95   | \$46           | \$141/day x 4 days = \$564<br>plus lodging tax ( <i>NOTE</i> ) |       |
| <b>Return day to Location A</b>  |                |  |       |
| (Lodging cost + M&IE)  |                |  |       |
| Lodging  | M&IE           | Total  |       |
| \$45   | \$46           | \$91   |       |

| <b>Example 2</b>   |                |  |       |
|--|----------------|--|-------|
| <b><i>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</i></b>   |                |  |       |
| 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. |                |  |       |
| <b>Per Diem Rates for This Example</b>   |                |  |       |
| Location   | Max Lodging    | M&IE   | Total |
| C  | \$109          | \$38   | \$147 |
| D  | \$130          | \$46   | \$176 |
| <b>Reimbursement for GOV'T QTRS for 3 Days</b>   |                |  |       |
| Lodging  | Number of Days | Total  |       |
| \$25   | 3              | \$75   |       |
| <b>Per Diem for the TDY Assignment in Location D</b>   |                |  |       |
| <b>First Day</b>   |                |  |       |
| (Departure day from Location C and arrival day in Location D):   |                |  |       |
| Lodging  | M&IE           | Total  |       |
| \$110  | \$46           | \$156<br>plus lodging tax ( <b>NOTE</b> )                      |       |
| <b>Second and Third Day</b>  |                |  |       |
| (Lodging Cost + M&IE/day) x 4 days   |                |  |       |
| Lodging  | M&IE           | Total  |       |
| \$110  | \$46           | \$156/day x 2 days = \$312<br>plus lodging tax ( <b>NOTE</b> ) |       |
| <b>Day of Return to Location C</b>   |                |  |       |
| (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 should be used to make these arrangements unless the CTO 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 traveler is TDY at a location at which the per diem is \$136 (\$80/ \$56).  |
| *2. Lodgings (apartment & utilities) are obtained on a long-term basis for \$900/month.   |
| 3. The daily lodging cost per month is \$30 (\$900/30 days).  |
| *4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.  |
| *5. The daily lodging rate during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$80/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June. |

***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.***

| <b>Example</b>   |                          |
|--|--------------------------|
| 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 an adequate meal 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 U4165-B6 when a charge for meals is added to the lodging cost. Adopted from [CBCA-1900-TRAV, 3 MAY 2010](#).

**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

| <b>*Example 1<br/>Per Diem Rate/POC TDY Mileage Computation</b>   |   |               |                                   |                     |                     |
|---|---|---------------|-----------------------------------|---------------------|---------------------|
| A traveler is ordered TDY 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). 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 per diem rate for the TDY location is \$131 (\$85/ \$46); actual lodging cost is \$90/night. The per diem rate for both stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night. The 12-hour rule does not apply because the TDY period is over 12 hours.          |   |               |                                   |                     |                     |
| <i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i>   |   |               |                                   |                     |                     |
| <b>ITINERARY</b>  |   |               |                                   |                     |                     |
| <b>Date</b>   | <b>Depart</b>                                     | <b>Arrive</b> | <b>Per Diem Rate</b>              | <b>Lodging Cost</b> | <b>POC Distance</b> |
| 10 May  | Residence   | 1st Stopover  | \$141 (\$85/ \$56)                | \$60                | 400 miles           |
| 11 May  | En Route  | TDY Station   | \$131 (\$85/ \$46)                | \$90                | 15 miles            |
| 12 May  | TDY Station                                       | TDY Station   | \$131 (\$85/ \$46)                | \$90                |                     |
| 13 May  | TDY Station                                       | 2nd Stopover  | \$141 (\$85/ \$56)                | \$60                | 365 miles           |
| 14 May  | En Route  | Residence     | Use 2 <sup>nd</sup> Stopover M&IE |                     | 50 miles            |
| <b>REIMBURSEMENT</b>  |   |               |                                   |                     |                     |
| Day 1   | $\$60 + [\$56 \times 75\%] = \$60 + \$42 =$       |               |                                   |                     | \$102.00            |
| Day 2   | $\$90 = (\$90 \text{ limited to } \$85) + \$46 =$ |               |                                   |                     | \$131.00            |
| Day 3   | $\$90 = (\$90 \text{ limited to } \$85) + \$46 =$ |               |                                   |                     | \$131.00            |
| Day 4   | $\$60 + \$56 =$                                   |               |                                   |                     | \$116.00            |
| Day 5   | $\$56 \times 75\% =$                              |               |                                   |                     | \$ 42.00            |
| 1 round trip of 830 miles (official distance) x \$0.50/mile =   |   |               |                                   |                     | \$ 415.00           |
| <b>Total Reimbursement</b>  |   |               |                                   |                     | <b>\$937.00</b>     |

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 traveler is TDY to a U.S. INSTALLATION at which GOV'T lodging (\$6/night) and dining facility/mess are available. GMR is directed in the order. The AO approves the PMR on the 17<sup>th</sup> 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 \$131 (\$85/ \$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.***

| <b>ITINERARY</b>  |  |                |                     |
|---|--|----------------|---------------------|
| <b>Date</b>   | <b>Depart</b>                                      | <b>Arrive</b>  | <b>POC Distance</b> |
| 10 March  | Residence  | TDY Station    | 325 miles           |
| 16-18 March   |  | At TDY Station |                     |
| 19 March  | TDY Station  | Residence      | 325 miles           |
| <b>REIMBURSEMENT</b>  |  |                |                     |
| 15 March  | $\$6 + (\$46 \times 75\%) = \$6 + \$34.50 =$       |                | \$ 40.50            |
| 16 March  | $\$6 + \$10.80 \text{ (GMR)} + \$5 \text{ (IE)} =$ |                | \$ 21.80            |
| 17 March  | $\$6 + \$26 \text{ (PMR)} + \$5 \text{ (IE)} =$    |                | \$ 37.00            |
| 18 March  | $\$6 + \$10.80 \text{ (GMR)} + \$5 \text{ (IE)} =$ |                | \$ 21.80            |
| 19 March  | $\$46 \times 75\% =$                               |                | \$ 34.50            |
| 1 round trip of 650 miles (official distance) x \$0.50/mile = |  |                | \$ 325.00           |
| <b>Total Reimbursement</b>                                    |  |                | <b>\$480.60</b>     |

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

| <b>Example 3<br/>Per Diem Rate – AOR Travel Computation</b>   |  |                                  |                        |  |
|---|--|----------------------------------|------------------------|--|
| 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: |  |                                  |                        |  |
| <b>Date</b>   | <b>Travel Plan</b>   | <b>Transportation Mode/Means</b> | <b>Reason For Stop</b> | <b>Per Diem Rate</b>                                   |
| 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 |
| <b>Reimbursement</b>  |  |                                  |                        |  |
| 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  |
| <b>Reimbursement for per diem due member</b>  |  |                                  |                        | <b>\$317.75</b>  |

**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

| <b>*Example 1</b>   |  |                        |                     |
|---|--|------------------------|---------------------|
| <b>Per Diem and POC TDY Mileage Computation</b>   |  |                        |                     |
| 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 \$131 (\$85/ \$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 residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip (par. U3305).  |  |                        |                     |
| The traveler is due \$1,458 (constructed cost since it is less than the actual cost for this example).  |  |                        |                     |
| <i>AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i>  |  |                        |                     |
| <b>ITINERARY</b>  |  |                        |                     |
| <b>Date</b>   | <b>Depart</b>  | <b>Arrive</b>          | <b>POC Distance</b> |
| 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           |
| <b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>   |  |                        |                     |
| 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   | <i>Per diem is not payable at the PDS (par. U4102-D)</i> |                        | <b>\$ 0.00</b>      |
| 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 =  |  |                        | <u>\$ 650.00</u>    |
| <b>Actual Cost Total</b>  |  |                        | <b>\$1,584.00</b>   |
| <b>Constructed Cost</b>   |  |                        |                     |
| 23 June   | \$65 + [\$46 x 75%] = \$65 + \$34.50 =                   |                        | \$ 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 =  |  |                        | <u>\$ 325.00</u>    |
| <b>Constructed Cost Total</b>   |  |                        | <b>\$1,458.00</b>   |

2. Example 2

| <b>*Example 2</b>   |  |                        |                 |
|---|--|------------------------|-----------------|
| <b>Per Diem, GMR and POC TDY Mileage Computation</b>  |  |                        |                 |
| A traveler 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 \$131 (\$85/ \$46). The GMR (par. U4149-B) is \$10.80 plus \$5 IE for this example.  |  |                        |                 |
| POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip (par. U3305).  |  |                        |                 |
| The member is due \$391.30 (constructed cost since it is less than the actual cost for this example).   |  |                        |                 |
| <b><i>NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147-A). The GMR rate used in the example is for illustrative purposes only – APP A for the current GMR.</i></b>   |  |                        |                 |
| <b>ITINERARY</b>  |  |                        |                 |
| 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       |
| <b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>   |  |                        |                 |
| 9 July  | $\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$                                     |                        | \$ 40.50        |
| 10 July   | $\$6 + \$10.80 + \$5 \text{ (IE)} =$   |                        | \$ 21.80        |
| 11 July   | $\$46 \times 75\% =$   |                        | \$ 34.50        |
| 12 July   | <b><i>Per diem is not payable at the PDS (par. U4102-D)</i></b>                  |                        | <b>\$ 0.00</b>  |
| 13 July   | $\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$                                     |                        | \$ 40.50        |
| 14-15 July  | $\$6 + \$10.80 + \$5 \text{ (IE)} = \$21.80/\text{day} \times 2 \text{ days} =$  |                        | \$ 43.60        |
| 16 July   | $\$46 \times 75\% =$   |                        | \$ 34.50        |
| 2 round trips of 370 miles (official distance) $\times 2 = 740 \text{ miles} \times \$0.50/\text{mile} =$   |  |                        | <u>\$370.00</u> |
| <b>Actual Cost Total</b>  |  |                        | <b>\$585.40</b> |
| <b>Constructed Cost</b>   |  |                        |                 |
| 9 July  | $\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$                                     |                        | \$ 40.50        |
| 10-15 July  | $\$6 + \$10.80 + \$5 \text{ (IE)} = \$21.80/\text{days} \times 6 \text{ days} =$ |                        | \$130.80        |
| 16 July   | $\$46 \times 75\% =$   |                        | \$ 34.50        |
| 1 round trip of 370 miles (official distance) $\times \$0.50/\text{mile} =$   |  |                        | <u>\$185.50</u> |
| <b>Constructed Cost Total</b>   |  |                        | <b>\$391.30</b> |

**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:

| <u>CONUS Locations</u>   | <u>Non-Foreign OCONUS Locations</u>  | <u>Foreign OCONUS Locations</u>   |
|--|--|---|
| <b>General Services Administration</b><br>Office of Governmentwide Policy<br>Travel Management Policy (MTT)<br>1800 F Street NW, Room G-219<br>Washington, DC 20405-0001<br>Or<br>Jill.denning@gsa.gov | <b>Per Diem, Travel and<br/>Transportation Allowance<br/>Committee (PDTATAC)</b><br>ATTN: Allowances Branch<br>4601 North Fairfax Drive<br>Suite 800<br>Arlington, VA 22203-1546 | <b>Department of State</b><br>Director of Allowances<br>State Annex 1, Room L314<br>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.) |
| <b>Per Diem for the Departure Day from the PDS<sup>5/</sup></b> | 75% of the M&IE rate for the TDY locality <sup>1/</sup> , plus the lodging cost NTE the TDY locality maximum lodging ceiling. <sup>2/, 4/</sup> | 75% of TDY locality M&IE rate <sup>1/</sup> , plus the GOV'T QTRS cost <sup>11/</sup> .                             | 75% of the TDY locality M&IE rate <sup>1/</sup> , plus the cost of lodgings occupied NTE the available GOV'T QTRS cost <sup>11/</sup> . <b>No lodging tax reimbursement.</b>     | 75% of the M&IE rate for the next destination (TDY/stopover point) locality <sup>1/</sup> 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. <sup>2/, 4/</sup> | 75 % of the TDY locality M&IE rate <sup>1/</sup> , plus lodging <sup>2/, 4/</sup> cost NTE the TDY locality maximum lodging ceiling.   |

| <b>(2) Whole Travel Days – CONUS</b>                |   |  |  |  |  |   |
|---|---|--|--|--|--|---|
|   | <b>A</b>  | <b>B</b>   | <b>C</b>   | <b>D</b>   | <b>E</b>   | <b>F</b>  |
|   | 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. |
| <b>Per Diem for Whole Travel Days</b> <sup>5/</sup> | TDY locality M&IE (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling. <sup>2/6/</sup> | M&IE, plus the GOV'T QTRS cost. <sup>11/</sup> 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. <sup>1/6/</sup> | The CONUS TDY locality M&IE, plus the lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/</sup> (unless the AO specifies the PMR plus \$5 IE when 1 or 2 deductible meals are provided <sup>6/</sup> – par. U4165) | M&IE, plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5 IE, (3) PMR <sup>6/9/10/</sup> 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 <sup>11/</sup> . Lodging tax is not reimbursable. M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5 IE, (3) PMR <sup>6/9/10/</sup> 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. <sup>7/</sup>  |

| <b>(3) Whole Travel Days – OCONUS</b>               |  |   |  |  |  |   |
|---|--|---|--|--|--|---|
|   | <b>A</b>   | <b>B</b>  | <b>C</b>   | <b>D</b>   | <b>E</b>   | <b>F</b>  |
|   | Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS.  | Traveled overnight & arrived at an OCONUS TDY location (on a U.S. INSTALLATION) on the day after departing the PDS - GOV'T QTRS are occupied.   | Each whole day at the OCONUS TDY locality (not on a U.S. INSTALLATION)   | Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) - GOV'T QTRS are occupied.   | Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) at which a member elects not to occupy available directed GOV'T QTRS.  | Each whole day at an OCONUS TDY locality at which per diem in a lesser amount than the prescribed rate for the TDY location was authorized under par. U4105-I or U4177. |
| <b>Per Diem for Whole Travel Days</b> <sup>5/</sup> | The OCONUS TDY locality M&IE <sup>3/</sup> rate (unless the AO specifies the PMR for deductible meals) plus the lodging cost <sup>4/</sup> NTE the TDY locality lodging ceiling. | M&IE plus the GOV'T QTRS cost <sup>11/</sup> . (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. <sup>1/6/</sup> | The OCONUS TDY locality M&IE <sup>3/</sup> rate plus the lodging cost <sup>4/</sup> 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 <sup>6/9/10/</sup> plus locality or \$3.50 IE <sup>6/</sup> - 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 <sup>8/</sup> , (3) PMR <sup>6/9/10/</sup> , 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 <sup>3/</sup> . Pars. U4102-L, U4105-D & U4800 for field duty. | M&IE plus the lodging cost NTE the GOV'T QTRS cost <sup>4/11/</sup> . M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR <sup>8/</sup> (3) PMR <sup>6/9/10/</sup> , 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 <sup>3/</sup> . | Per diem at the rate authorized under par. U4105-I or U4177. <sup>7/</sup>  |

| (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. |
| <b>Per Diem for the Return Day to the PDS</b> <sup>5/</sup> | 75% of last TDY locality M&IE rate. <sup>1/</sup>            | 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. <sup>1/</sup> | For the departure day from the TDY location, M&IE, plus lodging <sup>2/</sup> , <sup>4/</sup> 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. <sup>1/</sup>   |

**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 C: ACTUAL EXPENSE ALLOWANCE (AEA)

### U4200 GENERAL

An AEA allows a member to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem in Part B, or the applicable [per diem rate](#).

### U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the [per diem rate](#) is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

### U4210 AUTHORITY/APPROVAL

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

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

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

### U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. ***AEA must not be authorized as part of a 'blanket' travel order.***
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request for a per diem rate adjustment (par. U4179).
4. The definitions and rules applicable to the per diem authorization under Ch 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. A traveler is financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

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**U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL**

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

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
  - a. Missile launch,
  - b. Sports event,
  - c. World's fair,
  - d. Convention,
  - e. Natural disaster, or
  - f. Similar event;
3. To a location at which affordable lodgings are not available within a reasonable travel distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other QTRS for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. U4220-A4 above; and
6. In similar situations.

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

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

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

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

#### U4225 EXPENSES

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

#### U4250 OVER 300% MAXIMUM AEA

Under special/unusual circumstances or when a **member** has no alternative but to obtain **OCONUS** lodging that exceeds 300% of the applicable [rate](#) (par. U4255), an amount in excess of 300% may be authorized ***in advance only*** ([47 Comp. Gen. 127 \(1967\)](#)) by an AEA issued by:

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

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

or by email to [pdtatac@dtmo.pentagon.mil](mailto:pdtatac@dtmo.pentagon.mil) with "AEA REQUEST" in the subject line; or

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

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

## U4255 REIMBURSEMENT

### A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed, and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for M&IE must not exceed the percentage of AEA authorized NTE 300% of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.

### B. IE. The maximum reimbursement for IE is:

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

### C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' computation method (pars. U4149 and U4151) while the lodging cost is reimbursed on an actual expense basis.
2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.
3. **EXAMPLE**:
  - a. A traveler is authorized/approved an AEA for lodging.
  - b. The traveler is paid M&IE on a per diem basis. Itemization of M&IE is not required when M&IE is paid on a per diem basis.
  - c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
  - d. The AEA must not exceed 150% of the **total** locality per diem rate.
  - e. The AEA for the maximum amount allowed for **lodging** is computed as follows:
    - (1) \$106 (Total Per Diem) x 150% = \$159,
    - (2) \$159 - \$46 (M&IE) = \$113 maximum allowed for lodging.

**NOTE**: 'Unused' AEA lodging funds cannot be used to increase the AEA for M&IE above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for a TDY member, and actual expense reimbursement is authorized/approved, the total daily amount paid by the GOV'T to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4210 and U4255 ([60 Comp. Gen. 181 \(1981\)](#) and [62 id. 308 \(1983\)](#)).

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

#### U4260 AEA COMPUTATION

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

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, NTE the arranged charges for three meals per day.

#### C. Averaging Expenses

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

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

a. A separate reimbursable expense (APP G - up to an average of \$2 per day) in addition to per diem/ AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging. For example, a member on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY to equal a \$4 per day average cost. The member may only be reimbursed for \$2 per day so the total reimbursement is \$20. ***NOTE: This is not payable unless expenses have been incurred.,*** or

b. Not a separate reimbursable expense (APP G) for OCONUS travel and is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel. For instance, a member on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the member may indicate that \$4 was paid daily.

#### D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day (par. U4145-A). Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

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

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

**U4265 COMPUTATION EXAMPLES**

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

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

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

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

| <b>*EXAMPLE 2</b>  |  |  |                 |
|--|--|--|-----------------|
| <b>AEA to multiple TDY locations A, B, and C</b>   |  |  |                 |
| Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 ( $\$331.50 = \$332 = \$261 / \$71$ ).<br>Location B – Lodging and M&IE paid on a per diem basis, \$131 ( $\$85 / \$46$ ).<br>Location C – Lodging and M&IE paid on a per diem basis, \$136 ( $\$85 / \$51$ ). |  |  |                 |
| <i>Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for M&amp;IE above the authorized/approved level (NTE 300%).</i>   |  |  |                 |
| <u><b>TDY Location ‘A’ Per Diem w/o AEA</b></u><br>Maximum Per Diem - \$221<br>Lodging - \$150, M&IE - \$71  |  | <u><b>TDY Location ‘A’ Per Diem Rate w/AEA</b></u><br>AEA authorized NTE \$332.00 ( $\$221 \times 150\% = \$331.50 = \$332$ )<br>Lodging NTE \$261 ( $\$332 - \$71$ )<br>M&IE - \$71 |                 |
| <b>ITINERARY</b>   |  |  |                 |
| Date   | Depart   | Arrive   | Lodging         |
| 7 Sep  | Residence  | TDY, Location A  | \$170.00        |
| 8 Sep  |  | TDY, Location A  | \$170.00        |
| 9 Sep  | TDY, Location A  | TDY, Location B  | \$ 70.00        |
| 10 Sep   |  | TDY, Location B  | \$ 70.00        |
| 11 Sep   | TDY, Location B  | TDY, Location C  | \$ 75.00        |
| 12 Sep   | TDY, Location C  | Residence  |                 |
| <b>REIMBURSEMENT</b><br>(Denotes AEA Computation)  |  |  |                 |
| Date   | Computation  |  | Amount          |
| 7 Sep  | $\$170 \text{ (AEA lodging)} + [\$71 \times 75\%] = \$170 + \$53.25, \text{ TDY Location A} =$ |  | \$223.25        |
| 8 Sep  | $\$170 \text{ (AEA lodging)} + \$71 =$   |  | \$241.00        |
| 9-10 Sep   | $\$70 + \$46 = \$116/\text{day} \times 2 \text{ days}, \text{ TDY Location B} =$               |  | \$232.00        |
| 11 Sep   | $\$75 + \$51 = \text{TDY Location C} =$  |  | \$126.00        |
| 12 Sep   | $\$51 \times 75\% =$   |  | <u>\$ 38.25</u> |
| <b>Total Reimbursement</b>   |  |  | <b>\$860.50</b> |

| <b>EXAMPLE 3</b>   |   |  |   |                 |
|--|---|--|---|-----------------|
| <b>AEA Single TDY location</b>   |   |  |   |                 |
| <b>AEA authorized for lodging and M&amp;IE</b>   |   |  |   |                 |
| When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$225 (\$149/ \$76). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. U1007-A2. |   |  |   |                 |
| Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). <i>'Unused' AEA lodging cannot be used to increase the AEA for M&amp;IE above the authorized/approved level (NTE 300%).</i>   |   |  |   |                 |
| <b><u>CONUS TDY Location Per Diem w/o AEA</u></b>  |   | <b><u>CONUS TDY Location Per Diem w/AEA</u></b>  |   |                 |
| Maximum Per Diem - \$150<br>Lodging - \$99, M&IE - \$51  |   | AEA authorized NTE \$225 (\$150/day x 150% = \$225/day)<br>Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50)<br>M&IE - \$76 (\$51/day x 150% = \$76.50 = \$76, subtract \$.50) |   |                 |
| <b>ITINERARY</b>   |   |  |   |                 |
| <b>Date</b>  | <b>Depart</b>   | <b>Arrive</b>  | <b>M&amp;IE</b>                               | <b>Lodging</b>  |
| 10 Aug   | Residence   | En route/TDY   | Dinner - \$25                                 | \$130.00        |
| 11 Aug   |   | At TDY Station   | Breakfast - \$6, Lunch - \$10, Dinner - \$24, | \$130.00        |
| 11 Aug   |   | At TDY Station   | Incidental Expense - IE - \$5.50              |                 |
| 12 Aug   |   | At TDY Station   | Breakfast - \$15, Lunch - \$20, Dinner - \$40 | \$130.00        |
| 12 Aug   |   | At TDY Station   | Incidental Expense - IE - \$4.50              |                 |
| 13 Aug   | TDY   | Residence  | Breakfast - \$5, Lunch \$12                   |                 |
| <b>Date</b>  | <b>REIMBURSEMENT (using AEA computation)</b>  |  |   | <b>Amount</b>   |
| 10 Aug   | \$130 + \$25 =  |  |   | \$155.00        |
| 11 Aug   | \$130 + \$40 + \$5.50 =   |  |   | \$175.50        |
| 12 Aug   | \$130 + \$75+ \$4.50 (M&IE is reduced to \$76) = (Total M&IE is limited by maximum daily \$76 AEA M&IE) |  |   | \$206.00        |
| 13 Aug   | \$17  |  |   | \$17.00         |
| <b>Total Reimbursement</b>   |   |  |   | <b>\$553.50</b> |

## 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 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-A: RC member travel; or
- \*n. Par. U7154-B7: 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 I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR

### U4800 DEFINITIONS

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

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the commander of a unified command or an existing JTF (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms). For this Part, the definition also includes the Coast Guard.

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or Combatant Commander's mission. These include, but are not limited to, UN and JTF peacekeeping, nation building, and humanitarian missions; and operations against an actual or potential enemy (APP A1, CONTINGENCY OPERATIONS).

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

E. TDY Options

***NOTE: Par. U1035 for continuation of the IE portion of the TDY per diem for a "hospitalized member," as defined under the OUSD(P&R) Memorandum, 15 May 08, and DoDFMR, Volume 7A, Chapter 13.***

#### 1. General

a. The Combatant Commander/JTF Commander:

- (1) Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;
- (2) Determines the appropriate TDY option for all assigned personnel from all of the Services within the AOR which establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;
- (3) May delegate authority to a subordinate commander that directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and
- (4) Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in orders. ***NOTE: JTF exercises must be field duty.***

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

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

**Part I: Reimb Options for Mbrs on TDY w/in a Combatant Command/JTF AOR**

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- (1) Not located in the Combatant Command's/JTF's AOR, but who are operating in a support capacity, or
- (2) Are located in the Combatant Command's/JTF's AOR, but are not part of the Combatant Command/JTF.

**2. Regular TDY****a. General.** For regular TDY a member:

- (1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (par. U2145-B for exceptions and waiver authority to the 180 day limit);
- (2) Is reimbursed for lodging, M&IE in Ch 4, Part B or par. U4800-E2b; and
- (3) Receiving the GMR while TDY to a Combatant Commander's/JTF Commander's AOR, who travels within that AOR, is not traveling for M&IE purposes for par. U4151-B4 (e.g., if a TDY member travels from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available).  
***NOTE: GMR and the \$3.50 incidental rate do not apply on days the member is traveling into/out of an AOR.***

**b. Temporary Dining Facilities – Combatant Command or JTF**

- (1) If a member consumes meals at the Combatant Command's/JTF's temporary dining facility and is charged the discount GMR for meals, the member is reimbursed the discount GMR plus an IE of:
  - (a) \$5.00 in CONUS, or
  - (b) The applicable [locality IE rate](#) or \$3.50 OCONUS when the Combatant Commander/JTF commander determines \$3.50 to be adequate.
- (2) If the member's statement is accepted to support increased per diem for a missed meal at a Combatant Command's/JTF's temporary dining facility, the PMR is authorized for that day (pars. U4149-C and U4151-C).
- (3) If a Combatant Command/JTF member outside the AOR or en route to the AOR pays the meal rate IAW the DoDFMR ([http://www.dtic.mil/comptroller/fmr/12/12\\_19.pdf](http://www.dtic.mil/comptroller/fmr/12/12_19.pdf)), reimbursement is IAW Ch 4, Part B.

**c. Operational Deployment.** A member on an operational deployment is on "regular" TDY (exceptions for exercises, par. U4800-E4).**3. Essential Unit Messing (EUM).** EUM may be used for operational deployments when the following circumstances apply:**a.** EUM may be required in a command/organizational unit when it:

- (1) Enhances operational readiness,
- (2) Enhances the conduct of military operations, or
- (3) Is necessary for the effective conduct of training.

**b.** Designation of EUM is not applied to individual service members, but is applied to:

- (1) Organizational units,
  - (2) Operational elements, or
  - (3) Detachments.
- c. The member is provided GOV'T QTRS, and to maintain unit readiness, is required to use a GOV'T dining facility/mess.
- d. The member is paid only the incidental portion of the daily M&IE rate.
4. Field Duty. During field duty (APP A1, FIELD DUTY) the member is:
- a. Subsisted in a GOV'T dining facility/mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar types of operations.
  - b. Furnished GOV'T QTRS or quartered in accommodations ordinarily associated with field exercises.
  - c. Not paid per diem since everything, the cost of which is ordinarily reimbursed by per diem, is furnished at no additional cost to the member, i.e., at no cost that exceeds that which the member would normally incur at the PDS.

***\*NOTE: A Combatant Commander-/JTF-determined official may place the member in a field duty status if subsistence, obtained by contract, is furnished.***

| <b>TABLE 1</b>   |  |                  |  |
|--|--|------------------|--|
| <b>JOINT TASK FORCE OPERATIONS TDY OPTIONS</b>   |  |                  |  |
| <b><u>SUBSIST ASHORE</u></b>   |  |                  |  |
| <b>TDY Option</b>  | <b>Subsistence</b>   | <b>Per Diem</b>  | <b>Remarks</b>   |
| Regular TDY  | Commercial Lodging and Commercial Meals  | Lodging and M&IE | Member Pays for Lodging and Meals  |
|  | GOV'T QTRS and GOV'T Meals - Permanent U.S. INSTALLATION   | Lodging and M&IE | Member Pays for Lodging and GMR Full Meal Rate 1/ for GOV'T Meals        |
|  | GOV'T QTRS and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facility/Mess Established for JTF Operation | Lodging and M&IE | Member Pays for Lodging and for GOV'T Meals at GMR Discount Meal Rate 2/ |
|  | GOV'T QTRS and Commercial Meals  | Lodging and M&IE | Member Pays for Lodging and Meals  |
|  | Commercial QTRS and GOV'T Meals ( <b>In AOR only</b> )   | Lodging and M&IE | Member Pays for Lodging and Full Meal Rate for GOV'T Meals               |
| EUM  | GOV'T QTRS and GOV'T Meals Use is Essential for Training and Readiness Purposes  | IE               |  |
| Field Duty   | GOV'T QTRS, M&IE Provided  | None             |  |
| <b><u>SUBSIST ABOARD GOV'T VESSEL 3/</u></b>   |  |                  |  |
| TDY  | GOV'T QTRS and GOV'T Meals   | None             |  |
| <b><u>FOOTNOTES:</u></b>   |  |                  |  |
| 1/ GMR Full Meal Rate = Food costs plus operating expenses.  |  |                  |  |
| 2/ GMR Discount Meal Rate = Food costs only.   |  |                  |  |
| 3/ Member/employee deployed who is ordered to subsist ashore ("Subsist Ashore" (above table) for order type and payment guidelines.) |  |                  |  |

**NOTE:** BAS, DoDFMR, Volume 7A, Chapter 25; or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

## SECTION 2: TRAVEL AND TRANSPORTATION OPTIONS

### U5105 TRAVEL AND TRANSPORTATION OPTIONS

#### A. General

1. Allowable Travel and Transportation Options. A member may elect to:
  - a. Travel by POC (par. U5105-B),
  - b. Procure common carrier transportation (par. U5105-C), or
  - c. Be provided transportation in kind (par. U5105-D),
2. Exceptions. A member may elect the travel and transportation options listed above except when:
  - a. Travel is performed partly at personal expense and partly by GOV'T-procured transportation and/or GOV'T conveyance (par. U5105-E),
  - b. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the order) (par. U5108),
  - c. Travel OCONUS is involved (par. U5116),
  - d. There are special circumstances (par. U5120 and Ch 7), or
  - e. POV delivery/pickup is involved (par. U5413).

B. 'MALT-Plus' for POC Travel. Other than for transoceanic travel, PCS travel by POC is to the GOV'T'S advantage. A member traveling by POC is authorized 'MALT-Plus'. The MALT (par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (par. U3010). The 'Plus' (per diem) portion is paid on a whole day calendar basis for the allowable travel time. 'Lodgings-Plus' computed per diem or AEA (Ch 4, Part B or C) may not be paid for the same day as 'MALT-Plus' per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center except when prohibited by par. U5125-A3 or U5130-A3. On any day that 'MALT-Plus' and a 'Lodgings-Plus' computed per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), 'Lodgings-Plus' computed per diem is paid. In addition to 'Lodgings-Plus' computed per diem, the member is authorized the MALT for POC travel (Examples in par. U5106).

1. MALT Rate. The MALT paid (par. U2605) is determined by the official distance for which MALT may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). An authorized traveler is a member, a civilian employee, and/or a dependent traveling IAW a PCS order and whose transportation is to be reimbursed using a PCS order as authority. If more than one member/civilian employee travels as an authorized traveler in the same POC, only the authorized traveler incurring the expenses is authorized MALT for the official distance. The authorized traveler who is authorized MALT is also authorized to receive the reimbursable expenses.

**Example 1:** A member-married-to-member couple, each on a PCS order, and their two children travel together in one POC. One member is paid MALT for the official distance and all reimbursable expenses.

**Example 2:** Three unrelated members, each on a PCS order, travel together in one POC between two PDS locations. The member incurring the costs receives MALT for the official distance and may submit all reimbursable expenses.

**Example 3:** Member-married-to-GOV'T civilian employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the GOV'T civilian employee may submit all reimbursable expenses.

Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved. Only one authorized traveler may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

**NOTE:** *Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, a member may be eligible to submit a claim for repairs to POCs used for official travel, using Service procedures, under 31 USC §3721.*

2. Per Diem. A flat per diem at the [Standard CONUS per diem rate](#) is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. U5160. *If used, GOV'T QTRS and/or mess have no effect on the per diem amount paid.* Each member traveling in a POC is authorized the [Standard CONUS per diem rate](#).

C. Reimbursement for Common Carrier Transportation Plus Per Diem. *It is MANDATORY DoD policy to use CTOs for all official transportation requirements.* A member who, despite the DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule necessary to meet the order requirements. *Reimbursement under par. U5105-C is based on the non-capacity-controlled city-pair airfare (not the capacity-controlled city-pair airfare if both capacity-controlled and non-capacity-controlled airfares are available) only if GOV'T-procured transportation is available under par. U3120 (B-163758, 24 July 1972).* Per diem is computed under par. U5113.

D. Transportation in Kind Plus Per Diem. When the GOV'T provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (par. U3010), reimbursement is determined under par. U5105-E2.

**NOTE:** *The following is not part of mixed mode travel in a journey:*

a. *Travel between the duty station and local transportation terminal, or*

b. *Travel between local transportation terminals.*

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the 'MALT-Plus' payable for the entire ordered travel distance less the cost of any GOV'T-procured transportation used for a portion of the journey. **NOTE:** *Do not collect excess cost from the member if deducting the cost of the GOV'T-procured transportation for the ordered travel from the 'MALT-Plus' results in a negative amount.*

3. PCS Mixed Modes Example

PCS Mixed Modes

**\*NOTE:** The rates in this example may not be current (Standard CONUS per diem - Par. U2025; MALT rate par. U2600).

| <u>Date</u>  | <u>Departure/Arrival</u>  | <u>Location</u> | <u>Transportation</u> |
|--|---|-----------------|-----------------------|
| 01 Jun   | Depart:   | Old PDS         | CP                    |
| 01 Jun   | Arrive:   | LV address      |                       |
| 20 Jun   | Depart:   | LV address      | POC                   |
| 30 Jun   | Arrive:   | New PDS         |                       |
| DTOD distance from the old PDS to the new PDS is 2,984 miles<br>DTOD distance from the leave address to the new PDS is 838 miles<br>MALT rate per authorized POC is \$.165/mile<br>*'MALT-Plus' per diem rate is \$123/day<br>Leave address M&IE is \$51<br>New PDS M&IE is \$71 |   |                 |                       |
| <b>*COST FOR ACTUAL TRAVEL:</b>  |   |                 |                       |
| 1 Jun  | Commercial air cost from old PDS to leave address (non city-pair airfare) |                 | \$250.00              |
|  | Taxi to airport   |                 | \$ 25.00              |
|  | Per diem: 75% x \$51 =  |                 | \$ 38.25              |
| 20 – 30 Jun  | MALT: 838 miles x \$.165/mile =   |                 | \$138.27              |
|  | 'MALT-Plus' per diem: \$123/day x 3 days =                                |                 | <u>\$ 369.00</u>      |
| <b>Total Actual Cost =</b>   |   |                 | <b>\$820.52</b>       |
| <b>*COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:</b>  |   |                 |                       |
| 1-9 Jun  | MALT rate: 2,984 miles x \$.165/mile =                                    |                 | \$492.36              |
|  | 'MALT-Plus' per diem: \$123/day x 9 days =                                |                 | <u>\$1,107.00</u>     |
| <b>Total Constructed Cost =</b>  |   |                 | <b>\$1,599.36</b>     |
| Reimburse to the traveler the actual cost (\$820.52) NTE the constructed cost (\$1,599.36).  |   |                 |                       |
| <b>The traveler is due:</b>  |   |                 | <b>\$820.52</b>       |

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## SECTION 3: PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

## U5106 PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

| EXAMPLE 1   |  |          |                |                 |
|---|--|----------|----------------|-----------------|
| Date  | Departure/Arrival  | Location | Transportation | Distance        |
| 15 Jul  | Depart:  | Old PDS  | POC            |                 |
|   | Arrive:  | POE      |                | 114 miles       |
| 16 Jul  | Depart:  | POE      | TP             |                 |
|   | Arrive:  | POD      |                |                 |
| 16 Jul  | Depart:  | POD      | CA             | Taxi \$25       |
|   | Arrive:  | New PDS  |                |                 |
| Traveler spends \$115 for lodging on 15 July.<br>POE per diem rate is \$188 (\$126/ \$62).<br>POE is not the local terminal for the old PDS.<br>M&IE for the new PDS is \$46.<br>MALT rate per authorized POC is \$.165/mile. |  |          |                |                 |
| <b>REIMBURSEMENT:</b>   |  |          |                |                 |
| 15 Jul  | Per diem: \$115 ( $\$115 < \$126$ ) + 75% x \$62 = \$46.50 = |          |                | \$ 161.50       |
|   | MALT: 114 miles x \$.165/mile =                              |          |                | \$18.81         |
| 16 Jul  | Per diem: 75% x \$46 =                                       |          |                | \$34.50         |
|   | Taxi   |          |                | <u>\$ 25.00</u> |
| <b>Total Reimbursement =</b>  |  |          |                | <b>\$239.81</b> |
| <i><b>NOTE: MALT &amp; 'Lodgings-Plus' per diem are paid for the same day.</b></i>  |  |          |                |                 |

| *EXAMPLE 2  |                           |          |                |                 |
|---|---------------------------|----------|----------------|-----------------|
| The <a href="#">Standard CONUS per diem rate</a> used in this example may not be current - par. U2025).   |                           |          |                |                 |
| Date  | Departure/Arrival         | Location | Transportation | Distance        |
| 1 Aug   | Depart:                   | Old PDS  | POC            |                 |
| 3 Aug   | Arrive:                   | POE      |                | 805 miles       |
| 4 Aug   | Depart:                   | POE      | TP             |                 |
|   | Arrive:                   | POD      |                |                 |
|   | Depart:                   | POD      | CA             | Taxi \$20       |
|   | Arrive:                   | New PDS  |                |                 |
| Traveler spends \$110 for lodging on 3 Aug.<br>POE per diem rate is \$152 (\$110/ \$42).<br>M&IE for the new PDS is \$60.<br>Standard CONUS per diem = \$123.<br>MALT rate per authorized POC is \$.165/mile. |                           |          |                |                 |
| <b>REIMBURSEMENT:</b>   |                           |          |                |                 |
| 1-2 Aug   | \$123/day x 2 days =      |          |                | \$246.00        |
| 3 Aug   | \$110 + \$42 =            |          |                | \$152.00        |
|   | 805 miles x \$.165/mile = |          |                | \$132.82        |
| 4 Aug   | 75% x \$60 =              |          |                | \$ 45.00        |
|   | Taxi                      |          |                | <u>\$ 20.00</u> |
| <b>Total Reimbursement =</b>  |                           |          |                | <b>\$595.82</b> |
| <i><b>NOTE: Though there is another 'MALT-Plus' per diem day payable, pay 'Lodgings-Plus' computed per diem for the night spent at the port.</b></i>  |                           |          |                |                 |

| <b>*EXAMPLE 3</b>   |                              |                 |                       |                   |
|---|------------------------------|-----------------|-----------------------|-------------------|
| The <u>Standard CONUS per diem rate</u> used in this example may not be current - par. U2025).  |                              |                 |                       |                   |
| <u>Date</u>   | <u>Departure/Arrival</u>     | <u>Location</u> | <u>Transportation</u> | <u>Distance</u>   |
| 1 Jun   | Depart:                      | Old PDS         | POC                   |                   |
| 4 Jun   | Arrive:                      | TDY Site        |                       | 1,200 miles       |
| 10 Jun  | Depart:                      | TDY Site        | POC                   |                   |
| 10 Jun  | Arrive:                      | New PDS         |                       | 300 miles         |
| Traveler spends \$75/night for lodging 4-9 Jun while TDY.<br>TDY per diem rate is \$123 (\$77/ \$46).<br>Standard CONUS per diem = \$123.<br>MALT rate per authorized POC is \$.165/mile. |                              |                 |                       |                   |
| <b>REIMBURSEMENT:</b>   |                              |                 |                       |                   |
| 1-3 Jun   | \$123/day x 3 days =         |                 |                       | \$369.00          |
| 4 Jun   | \$75 + \$46 =                |                 |                       | \$121.00          |
|   | 1,200 miles x \$.165/mile =  |                 |                       | \$198.00          |
| 5-9 Jun   | (\$75 + \$46)/day x 5 days = |                 |                       | \$605.00          |
| 10 Jun  | \$123/day x 1 day =          |                 |                       | \$123.00          |
|   | 300 miles x \$.165/mile =    |                 |                       | \$ 49.50          |
| <b>Total Reimbursement =</b>  |                              |                 |                       | <b>\$1,465.50</b> |
| <b><i>NOTE: MALT is paid 4 June; pay 'Lodgings-Plus' per diem since the traveler arrived at the TDY location that day.</i></b>  |                              |                 |                       |                   |

| <b>*EXAMPLE 4</b>  |                             |                 |                       |                 |
|--|-----------------------------|-----------------|-----------------------|-----------------|
| The <u>Standard CONUS per diem rate</u> used in this example may not be current - par. U2025).   |                             |                 |                       |                 |
| <u>Date</u>  | <u>Departure/Arrival</u>    | <u>Location</u> | <u>Transportation</u> | <u>Distance</u> |
| 1 Jul  | Depart:                     | Old PDS         | POC                   |                 |
| 10 Jul   | Arrive:                     | POE             |                       | 1,080 miles     |
| 11 Jul   | Depart:                     | POE             | TP                    |                 |
|  | Arrive:                     | POD             |                       |                 |
|  | Depart:                     | POD             | POC                   | 120 miles       |
|  | Arrive:                     | New PDS         |                       |                 |
| Traveler spends \$109 for lodging on 10 Jul.<br>POE per diem rate is \$155 (\$109/ \$46).<br>POD is not the local terminal for the new PDS.<br>New PDS M&IE is \$82.<br>Standard CONUS per diem = \$123.<br>MALT rate per authorized POC is \$.165/mile. |                             |                 |                       |                 |
| <b>REIMBURSEMENT:</b>  |                             |                 |                       |                 |
| 1-9 Jul  | \$123/day x 3 days =        |                 |                       | \$369.00        |
| 10 Jul   | \$109 + \$46 =              |                 |                       | \$155.00        |
|  | 1,080 miles x \$.165/mile = |                 |                       | \$178.20        |
| 11 Jul   | 75% x \$82 =                |                 |                       | \$ 61.50        |
|  | 120 miles x \$.165/mile =   |                 |                       | \$ 19.80        |
| <b>Total Reimbursement =</b>   |                             |                 |                       | <b>\$783.50</b> |
| <b><i>NOTE: Though MALT is paid 11 July, pay 'Lodgings-Plus' computed per diem since the traveler also traveled by TP that day. This allows the traveler to also receive TLA on 11 July.</i></b>   |                             |                 |                       |                 |

## SECTION 1: GENERAL

### U5200 PURPOSE

This Part prescribes a dependent's travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Par. U5310 for HHG transportation and par. U5500 for mobile home transportation. Ch 7 includes a dependent's travel and transportation allowances in other special circumstances.

### U5201 BASIC AUTHORIZATION

#### A. General

1. A member is authorized dependent PCS travel and transportation allowances (except as indicated in par. U5201-B) for travel between points authorized in JFTR. Unless otherwise specified in this Part, the authorization conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, PCS travel and transportation allowances for a dependent are:
  - a. Transportation-in-kind (par. U5105-D) plus per diem (par. U5210); or
  - b. Reimbursement for common carrier transportation procured at personal expense (par. U5105-C) plus per diem (par. U5210); or
  - c. MALT (par. U5105-B) for POC travel, plus per diem (par. U5210) for the required travel days between authorized points, NTE the allowable travel time computed under par. U3005-C.
2. POC use for PCS travel, other than transoceanic, is to the GOV'T's advantage. If a member elects not to move a dependent when authorized, the dependent travel and transportation allowances for a still-eligible dependent are payable incident to a subsequent PCS NTE the greatest of the distances to the new PDS from the:
  - a. HOR or PLEAD (unless moved to the HOR or PLEAD ICW a move to 'another location' IAW par. U5218); or
  - b. Designated place; or
  - c. PDS from which the member elected not to move the dependent; or
  - d. Last PDS.

Any interim PCSs, for which a member did not claim dependent travel and transportation allowances, are ignored.

B. When Dependent Travel and Transportation Allowances Are Not Payable. A member is not authorized dependent travel and transportation allowances:

1. When a member is:
  - a. A cadet or midshipman;
  - b. Assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);
  - c. An RC enlisted member called (or ordered) to IADT for less than 6 months;
  - d. Called or ordered to active duty for training for 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-B ("TDY" training 140 or more days, but not more than 180 days)), or active duty for training for 140 or more days when the active duty is at more than one location, but less than 140 days (except as noted in par. U2146-B)

at any one location; or

e. Called to active duty (for other than training) for 180 or fewer days, or active duty for more than 180 days when the active duty is at more than one location, but 180 or fewer days at any one locations; or

\*f. Called to active duty (for other than training) for more than 180 days at one location but authorized per diem IAW par. U7150-F2b(2).

2. When a dependent:

a. Is a member on active duty on the PCS order effective date (par. U5215-I for travel and transportation allowances after the spouse is no longer on active duty);

b. Travels at personal expense before a PCS order is issued or before official notice is received that such an order is to be issued (par. U5201-C) (*transportation-in-kind, including GOV'T-procured transportation, must not be furnished before a PCS order is issued*);

c. Is not a dependent (except as provided in par. U5215-B) on the PCS order effective date (APP A) (authorization for allowances in pars. U5215-I (spouse separates/retires from service after the member's PCS order effective date) and U5240-G (dependent's travel and transportation is incident to an IPCOT) is unaffected);

d. Receives any other GOV'T-funded travel and transportation allowances for this travel;

e. Is a member's or spouse's parent, stepparent, or person in loco parentis (except as provided in par. U5215-B) as set forth in APP A1, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or

f. Is a dependent child who is not under the member's legal custody and control on the PCS order effective date ([B-131142, 3 June 1957](#)) (par. U5215-J for travel authorization when legal custody and/or control changes after the PCS order effective date);

3. For dependent travel:

a. Any portion of a journey they are transported by a foreign registered ship or airplane, if a U.S. registered ship or U.S.-certificated air carrier is available for the usually traveled route (however, per diem is payable);

b. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (par. U5260-D1b), the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member);

c. When transportation is made available (whether used or not) to a member for a dependent by a foreign GOV'T, at no cost to the U.S. or the member, under a contract or agreement with the U.S. (however, per diem is payable);

d. For transoceanic or OCONUS land transportation when the member is 'without dependents' as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--pars. U5222-F2, U5222-F4, and U5222-G);

e. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary Concerned grants an exception to the normal OCONUS tour on an individual case basis;

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- f. To an OCONUS PDS when the dependent is not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;
- g. To CONUS when the presence of the dependent at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
- h. To a TDY station (when a member is assigned to indeterminate TDY, par. U4610);
- i. When the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel before an Order Is Issued. A member authorized dependent travel and transportation allowances is authorized the allowances in par. U5201-A for a dependent's travel performed during the period before a PCS order is issued and after the member is advised that such an order would be 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, retirement eligibility date, and expected rotation date from OCONUS duty) is not advice that the an order is to be issued ([52 Comp. Gen. 769 \(1973\)](#)). Any voucher must be supported by a statement by the PCS AO or a designated representative that the member was advised IAW the requirements of par. U5201-C. Par. U5201-C does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in JFTR, a member's authority for dependent travel and transportation allowances to a PDS may be used any time while the order remains in effect and prior to receipt of a new PCS order to another PDS, (includes home port change announcements) as long as the dependent's travel is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).

**U5202 REIMBURSABLE EXPENSES**

The member is authorized reimbursement for the expenses listed in APP G, incurred incident to dependent PCS travel. Receipt requirements are the same as those in par. U2510.

**U5203 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN**

A dependent traveling at GOV'T expense, whether or not accompanied by the member, may be furnished transportation procurement documents when the dependent is stranded en route because documents or funds needed to purchase authorized transportation have been lost or stolen. The member's consent must be obtained IAW Service regulations before transportation procurement documents may be furnished. The cost of the documents issued must be charged to the member IAW Service regulations.

**U5204 FUNDS ADVANCE**

Travel and transportation allowances prescribed in this Part for a dependent may be paid in advance. Par. U1010-B5. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75% of the amount for the least costly available transportation mode. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). Any other member authorized dependent transportation ICW separation or relief from active duty, may be advanced an amount equal to 75% of the MALT.

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## SECTION 3: MISCELLANEOUS TRAVEL FACTORS

### U5207 TRANSOCEANIC TRAVEL

#### A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. Maximum use should be made of GOV'T air transportation.
3. A dependent is not required to use GOV'T air transportation. However, if the dependent agrees to do so, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate GOV'T air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is IAW par. U5116-D1.

#### B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.
2. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.
3. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations (Stateroom standards and required use of U.S. registry ships - par. U3130-D).
4. The provisions in par. U5116-D1 do not apply for directing a member to use GOV'T/GOV'T-procured transportation when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferry. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

### U5210 PER DIEM RATE FOR DEPENDENT TRAVEL

A. General. A member is authorized per diem for each dependent's actual travel ICW the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel ICW the PCS are not used in computing the per diem for travel of any other dependent addressed in pars. U5210-B and U5210-C.

B. Dependent Accompanies Member. When a dependent travels with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three-fourths for each dependent age 12 or older; and
2. One-half for each dependent under age 12.

***NOTE: When more than one POC is used as provided for in par. U5015-A, and a dependent traveling in a POC travels along the same general route on the same days as the member, the dependent is accompanying the member (par. U5210-C for a dependent 'not' accompanying the member). A member's TDY location is not a***

*delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.*

C. Dependent Travels Independently. A dependent is not ‘accompanying the member’ when the dependent travels separately from a member on different routes and/or at different times. The member is authorized per diem for this dependent as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.

2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member-designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three-fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12, the per diem is one half of the per diem to which the member would have been authorized.

D. Examples

| <b>*EXAMPLE 1<br/>CONUS TO OCONUS PCS</b>   |  |                |                            |                             |
|---|--|----------------|----------------------------|-----------------------------|
| The Standard CONUS per diem rate used in this example may not be current - par. U2025).   |  |                |                            |                             |
| Member, spouse, and 4-year old child perform PCS travel.<br>Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.<br>POE per diem rate is \$152 (\$110/ \$42).<br>New PDS M&IE is \$60.<br>Standard CONUS per diem = \$123. |  |                |                            |                             |
| <u>Date</u>   | <u>Depart</u>  | <u>Arrived</u> | <u>Transportation Mode</u> | <u>Travel Distance/Cost</u> |
| 1-3 Aug   | Old PDS  | POE            | POC                        | 600 miles                   |
| 4 Aug   | POE  | POD            | TP                         |                             |
| 4 Aug   | POD  | New PDS        | CA                         | Taxi - \$20.00              |
| <b>REIMBURSEMENT</b>  |  |                |                            |                             |
| 1-2 Aug   | \$276.75 (\$123 member + 92.25 spouse + 61.50 child)/day x 2 days=     |                |                            | \$553.50                    |
| 3 Aug   | \$110 + \$42 (member) =  |                |                            | \$152.00                    |
|   | (\$152 x 75% spouse) + (\$152 x 50% child) =                           |                |                            | \$190.00                    |
| 4 Aug   | \$60 x 75% = (member)  |                |                            | \$ 45.00                    |
|   | \$33.75 (\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) = |                |                            | \$ 56.25                    |
| MALT  | 600 miles x \$.165/mile =  |                |                            | \$ 99.00                    |
| Taxi  |  |                |                            | <u>\$ 20.00</u>             |
| <b>Total Reimbursement</b>  |  |                |                            | <b>\$1,115.75</b>           |

| <b>*EXAMPLE 2<br/>OCONUS TO CONUS PCS</b>   |   |                |                            |                             |
|---|---|----------------|----------------------------|-----------------------------|
| Member, spouse, 14 year-old child and 10 year old child perform PCS travel.<br>Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.<br>POE per diem rate is \$188 (\$126/ \$62).<br>New PDS M&IE is \$46.<br>Standard CONUS per diem = \$123. |   |                |                            |                             |
| <u>Date</u>   | <u>Depart</u>   | <u>Arrived</u> | <u>Transportation Mode</u> | <u>Travel Distance/Cost</u> |
| 15 July   | Old PDS   | POE            | POC                        | 600 miles                   |
| 16 July   | POE   | POD            | TP                         |                             |
| 16 July   | POD   | New PDS        | CA                         | Taxi - \$25.00              |
| <b>REIMBURSEMENT</b>  |   |                |                            |                             |
| 15 July   | $\$62 \times 75\% = \$46.50 + \$100$ (\$100 less than \$126) (member) =   |                |                            | \$146.50                    |
|   | $\$219.75$ (\$146.50 x 75%/dependent x 2 dependents $\geq$ age 12) + \$73.25 (\$146.50 x 50%/dependent < age 12) =    |                |                            | \$293.00                    |
| 16 July   | $\$46 \times 75\% =$ (member)   |                |                            | \$ 34.50                    |
|   | $\$51.75$ (\$46 x 75% x 75%/dependent x 2 dependents $\geq$ age 12) + \$17.25 (\$46 x 75% x 50%/dependent < age 12) = |                |                            | \$ 69.00                    |
|   | MALT: 300 miles x \$.165/mile =   |                |                            | \$ 49.50                    |
|   | Taxi  |                |                            | <u>\$ 25.00</u>             |
| <b>Total Reimbursement</b>  |   |                |                            | <b>\$617.50</b>             |

**NOTE:** MALT & ‘Lodgings-Plus’ per diem are paid for the same day.

**U5215 FACTORS AFFECTING DEPENDENT TRAVEL**

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. U5201-B who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, as set forth in par. U5215.

1. While on Duty at a Station to which Dependent Travel Is Authorized. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS. Travel authorization from the dependent’s location on the PCS order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. A dependent temporarily absent from the old PDS at the time an order is received is subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under par. U5215-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

2. While on Duty in a Dependent-restricted Tour Area. If a member becomes eligible for dependent travel and transportation allowances while serving a dependent-restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependent travel and transportation is authorized. Authorization is from the dependent’s location on the PCS order receipt date to the new PDS or to another place authorized under this Part, NTE the authorization for travel from the place at which the dependent remained, or to which the dependent moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Transported OCONUS at GOV'T Expense – Return at GOV'T Expense. A member is authorized travel and transportation allowances for a parent, stepparent, or person in loco parentis (**NOTE 2 below**), who no longer qualifies as a dependent (APP A DEPENDENT definition) and/or an unmarried child (**NOTE 2 below**) who attains age 21, or age 23 and loses student status while the member is serving OCONUS, who was transported at GOV'T expense to the member's OCONUS PDS. The travel and transportation allowances are from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

1. U.S. or a non-foreign OCONUS location, or,
2. The dependent's native country if the dependent is foreign-born.

**NOTE 1: Travel under par. U5215-B must be completed within 6 months after the date on which the member completes personal travel from the OCONUS PDS incident to a PCS.**

**NOTE 2: If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances described in par. U5241-D1.**

C. Dependent Acquired on or before the PCS Order Effective Date. A member who acquires a dependent, on or before the PCS order effective date, is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, NTE the travel and transportation allowances for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (par. U5222-G). For Service Academy graduates, par. U5222-A2.

**NOTE: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependent was not command sponsored at the OCONUS PDS (pars. U5201-B3d and B3g). (42 Comp. Gen. 344 (1963) and B-171969, 8 February 1972).**

D. Effect of an Age Change or Dependency Status on Allowances. Except as provided in U5215-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS ORDER EFFECTIVE DATE (APP A). If dependency status no longer exists when travel begins, no authorization exists.

1. Age Changes. Authority for travel and transportation allowances is based on a dependent's age on the date travel begins, provided travel begins 60 or fewer days after the PCS ORDER EFFECTIVE DATE. When travel begins more than 60 days after the PCS order effective date, authority for travel and transportation allowances is based on a dependent's age on the 60<sup>th</sup> day. The following governs the per diem amount to which a member is authorized for dependent travel authorized in par. U5210. When dependent travel:

- a. Begins on/before the PCS order effective date and ends after the PCS order effective date, per diem is based on the age on the PCS order effective date;
- b. Ends before the PCS order effective date, per diem is based on the age on the date travel ends;
- c. Begins 60 or fewer days after the PCS order effective date, per diem is based on the age on the date travel begins; or
- d. Begins more than 60 days after the PCS order effective date, per diem is based on the age on the 60<sup>th</sup> day after the PCS order effective date.

2. Delayed Travel to an OCONUS Area. When a member is transferred to an OCONUS area under a PCS order and dependent travel is not authorized at that time, authorization for travel to a DESIGNATED PLACE (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

3. OCONUS Travel. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. U5215-D1 and U5215-D2. For travel between the aerial or water POE and the POD, authorization

is determined on the dependent's age on the embarkation date. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on the date travel begins from the POD provided there is no undue delay for personal reasons. A member is liable for costs associated with undue delay for personal reasons.

4. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized. When a member is directed to perform TDY en route by a PCS order to a PDS to which the dependent is authorized to travel, and the dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.***

5. TDY Directed ICW PCS to a Dependent-restricted Tour. When a member is directed to perform TDY en route by a PCS order to a dependent-restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the PCS order effective date, authorization is based on the dependent's age on the 60th day after order effective date.***

E. Order Amended, Modified, Canceled or Revoked after Travel Begins. When a PCS order is:

1. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or
2. Canceled or revoked,

the dependent's travel and transportation allowances are authorized. Allowances are payable for the distance from the place from which the dependent began travel to the place at which notification was received that the order was amended, modified, canceled or revoked, and from that location to the new PDS or return to the old PDS, NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependent Temporarily Absent from the Old PDS, DESIGNATED PLACE or Safe Haven when a PCS Order Is Received. When a dependent is temporarily absent from the old PDS, DESIGNATED PLACE or safe haven when the member receives a PCS order, the member is authorized dependent travel and transportation allowances from the old PDS, DESIGNATED PLACE or safe haven to the new PDS, provided the dependent returns to the old PDS, DESIGNATED PLACE or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

G. Change of Station while on Leave or TDY. When a member receives a PCS order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

H. Dependent En Route to the New PDS at the Time of the Member's Death. When a member dies after a dependent begins travel under PCS order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For additional allowances, par. U5241.

I. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date. A member:

1. Who performs PCS travel, and
2. Whose spouse on the PCS order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

J. Legal Custody of Children Changes after the PCS Order Effective Date. A member who is denied dependent travel and transportation allowances for a child by par. U5201-B2f, is authorized thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS order effective date. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at age 18.

#### U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

***NOTE:*** Par. U5218 does not apply to travel to and/or from a DESIGNATED PLACE (APP A). For this Part, the place at which the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

A member in receipt of a PCS order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS. For HHG transportation, pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, pars. U5207 and U5210.

#### U5220 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE

A. General. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructed travel time between the authorized points; or
2. What it would have cost if GOV'T-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Ch 4, Part B for the time required for travel between authorized points.

If GOV'T-procured transportation is used, the GOV'T-procured transportation cost is subtracted from the allowances.

#### B. MALT Rate

1. Dependent Travels Together with the Member in the Same POC. The MALT rate in par. U2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS. There is no additional MALT for the dependent travel.
2. Dependent Travels in a Separate POC. The MALT rate in par. U2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

#### C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. U5210-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

## SECTION 1: GENERAL

### U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A1).

### 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](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 8,000 lbs.

\*c. The member may ship NTE 8,000 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:

| <b>PCS &amp; NTS Weight Allowances (Pounds)</b> |  |                           |
|---|--|---------------------------|
| <b>Grade <u>NOTES 1 &amp; 3</u></b>             | <b>With Dependents<br/><u>NOTE 2</u></b> | <b>Without Dependents</b> |
| <b>Officer Personnel</b>                        |  |                           |
| 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                    |
| <b>Enlisted Personnel</b>                       |  |                           |
| E-9   | 15,000 <u>NOTE 4</u>                     | 13,000 <u>NOTE 4</u>      |
| 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. Procedures 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. Excess cost computation determination procedures, 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](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 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-F2b(2).

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. 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. 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 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.

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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

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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.***

| <b>EXAMPLES</b>                                     |                   |
|---|-------------------|
| 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           |
| <b>Maximum Reimbursement Amount Authorized:</b>     | <b>\$00.00</b>    |
|   |                   |
| 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           |
| <b>Maximum Reimbursement Amount Authorized:</b>     | <b>\$210.00</b>   |
| (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   |
|   | 11 June - 14 June |
|   | 28 June           |
| Member is notified vehicle is ready for P/U:        | 29 June           |
| <b>Member Reimbursement Amount Authorized:</b>      | <b>\$210.00</b>   |
| (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        |
| <b>Maximum Reimbursement Amount Authorized:</b>     | <b>\$60.00</b>    |
| (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-

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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.***

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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.

| <b>*Step 1</b>  |  |   |  |                   |
|---|--|---|--|-------------------|
| <b>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</b> |  |   |  |                   |
|   | <u>Per Diem</u>  |   | <u>MALT</u>                            | <u>Total</u>      |
| <b>Member</b>   | \$123/day x 8 days (\$984)                                       | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,423.89        |
| <b>Spouse</b>   | \$92.25/day x 8 days (\$738) =<br>(75% of the member's per diem) |   |  | \$ 738.00         |
| <b>1<sup>st</sup> Child</b>   | \$92.25/day x 8 days (\$738) =<br>(75% of the member's per diem) |   |  | \$ 738.00         |
| <b>2<sup>nd</sup> Child</b>   | \$92.25/day x 8 days (\$738) =<br>(75% of the member's per diem) |   |  | \$ 738.00         |
| <b>Total</b>  |  |   |  | <b>\$3,637.89</b> |

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.

| <b>*Step 2</b>   |                                |   |  |                   |
|--|--------------------------------|---|--|-------------------|
| <b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b> |                                |   |  |                   |
|  | <u>Per Diem</u>                |   | <u>MALT</u>                            | <u>Total</u>      |
| <b>Member</b>  | \$123/day x 8 days = \$984     | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,423.89        |
| <b>Spouse</b>  | \$123/day x 8 days = \$984     | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,423.89        |
| <b>1<sup>st</sup> Child</b>  | \$92.25/day x 8 days (\$738) = |   |  | \$ 738.00         |
| <b>2<sup>nd</sup> Child</b>  | \$92.25/day x 8 days (\$738) = |   |  | \$ 738.00         |
| <b>Total</b>   |                                |   |  | <b>\$4,323.78</b> |

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.

| <b>*Step 3</b>   |                 |
|--|-----------------|
| <b>Reimbursement Limitation to Drive One POC and Transport One POV</b>   |                 |
| 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 (\$4,323.78) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,637.89). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2. |                 |
| 1. Cost to transport POV = ( <i>The \$1,500 amount shown is for illustration purposes only.</i> )  | \$1,500.00      |
| 2. Reimbursement limitation is \$4,323.78 (Step 2) - \$3,637.89 (Step 1) =   | \$685.89        |
| 3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500 - \$685.89 =  | <b>\$814.11</b> |

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.

| <b>*Step 1</b>  |                            |   |  |                   |
|---|----------------------------|---|--|-------------------|
| <b>Member, Member, and 2 Children, Perform Concurrent Travel in One POC</b> |                            |   |  |                   |
| (Par. U5105-B)  |                            |   |  |                   |
|   | <u>Per Diem</u>            |   | <u>MALT</u>                            | <u>Total</u>      |
| <b>Member 1</b>   | \$123/day x 8 days (\$984) | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,423.89        |
| <b>Member 2</b>   | \$123/day x 8 days (\$984) |   |  | \$ 984.00         |
| <b>1<sup>st</sup> Child</b>   | 75% of Mbr 1 Per Diem      |   |  | \$ 738.00         |
| <b>2<sup>nd</sup> Child</b>   | 75% of Mbr 2 Per Diem      |   |  | \$ 738.00         |
| <b>Total</b>  |                            |   |  | <b>\$3,883.89</b> |

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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.

| <b>*Step 2</b>   |                                |   |  |                   |
|--|--------------------------------|---|--|-------------------|
| <i>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</i> |                                |   |  |                   |
|  | <b>Per Diem</b>                |   | <b>MALT</b>                            | <b>Total</b>      |
| <b>Member 1</b>  | \$123/day x 8 days = \$984     | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,423.89        |
| <b>Member 2</b>  | \$123/day x 8 days = \$984     | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,423.89        |
| <b>1<sup>st</sup> Child</b><br>75% of Mbr 1<br>Per Diem                              | \$92.25/day x 8 days (\$738) = |   |  | \$ 738.00         |
| <b>2<sup>nd</sup> Child</b><br>75% of Mbr 2<br>Per Diem                              | \$92.25/day x 8 days (\$738) = |   |  | \$ 738.00         |
| <b>Total</b>   |                                |   |  | <b>\$4,323.78</b> |

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.

| <b>*Step 3</b>   |                   |
|--|-------------------|
| <b>Reimbursement Limitation to Drive One POC and Transport One POC</b>   |                   |
| 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 (\$4,323.78) <i>minus</i> the cost of both members and 2 children, performing concurrent travel in 1 POC (\$3,883.89). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2. |                   |
| 1. Cost to transport POV = ( <i>The \$1,500 amount shown is for illustration purposes only.</i> )  | \$1,500.00        |
| 2. Reimbursement limitation is \$4,323.78 (Step 2) - \$3,883.89 (Step 1) =   | \$ 439.89         |
| 3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500-\$439.89 =  | <b>\$1,060.11</b> |

**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.

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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

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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

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- 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.

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- 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 JFTR 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 H: TLE ALLOWANCE WITHIN CONUS

### U5700 PURPOSE

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

### U5705 AUTHORIZATION

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

1. Before leaving the old CONUS PDS, DESIGNATED PLACE (APP A1), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS; or

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

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

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

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

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a DESIGNATED PLACE (APP A1) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

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

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

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

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

PCS); or

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

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

#### U5710 TIME LIMITATIONS

A. General. TLE reimbursement is limited to:

1. CONUS. 10 days for a member who:

- a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and DESIGNATED PLACE in CONUS, but may not use TLE at the old OCONUS PDS (par. U9150); or
- b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS DESIGNATED PLACE and CONUS PDS, but not OCONUS; or

2. OCONUS. 5 days for a member who:

- a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and DESIGNATED PLACE in CONUS, but may not use TLE at the new OCONUS PDS (par. U9150); or
- b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS DESIGNATED PLACE, but not OCONUS (par. U9150).

B. Temporary Increase

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

1. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
  - a. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
  - b. A sudden increase in the number of members assigned to the PDS.
2. TLE temporarily increased locations:

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

### U5715 TEMPORARY QTRS

Temporary QTRS for the member/dependent(s):

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

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

### U5720 REIMBURSEMENT

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

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

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

C. Maximum TLE Reimbursement. A member:

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

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

D. Reimbursement Example:

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

E. Reimbursement Computation

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

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

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

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

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

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

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

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

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

| <b>*Example 2 -- TLE ALLOWANCE</b>   |   |
|--|---|
| <b>Member with 3 dependents</b>  |   |
| A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$123 (\$77/ \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows: |   |
| 1. Determine maximum rates (Given percent x locality rate).  |   |
| M&IE   | 160% x \$46 = \$73.60                                     |
| Lodging  | 160% x \$77 = \$123.20                                    |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.  | \$80 vs. \$123.20<br>\$80                                 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.  | \$73.60 + \$80.00 = \$153.60                              |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60.  | \$290 vs. \$ 153.60<br>\$153.60/day x 8 days = \$1,228.80 |

**\*Example 3 -- TLE ALLOWANCE**  
**Two Members with other dependents**

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$123 (\$77/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that GOV'T QTRS are not available. The members are authorized TLE, computed as follows:

| <b>Member #1</b><br><b>(with 1 dependent)</b>   |   |
|---|---|
| 1. Determine Maximum rates (Given percent x locality rate).<br>M&IE<br>Lodging  | 100% x \$46 = \$46<br>100% x \$77 = \$77    |
| 2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.   | \$50 vs. \$77<br>\$50                       |
| 3. Add the Step 1 M&IE to the Step 2 lodging cost.  | \$46 + \$50 = \$ 96                         |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day.<br>Pay \$96.  | \$290 vs. \$96<br>\$96/day x 6 days = \$576 |
| <b>Member #2</b><br><b>(with 1 dependent)</b>   |   |
| 1. Determine Maximum rates (Given percent x locality rate)<br>M&IE<br>Lodging   | 100% x \$46 = \$46<br>100% x \$77 = \$77    |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.   | \$50 vs. \$77<br>\$50                       |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$46 + \$50 = \$ 96                         |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day.<br>Pay \$96.  | \$290 vs. \$96<br>\$96/day x 6 days = \$576 |
| The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576). |   |

**\*Example 4 -- TLE ALLOWANCE**

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$149 (\$93/ \$56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 30 nights at \$120/night (\$110 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T QTRS are not available. **NOTE: In this example, each member claims the two dependent children BUT for different days.** The members are authorized TLE, computed as follows:

| <b>Member #1<br/>(with 2 dependents)</b>  |  |
|---|--|
| 1. Determine Maximum rate (Given percent x locality rate).<br>M&IE<br>Lodging   | 125% x \$56.00 = \$ 70.00<br>125% x \$93.00 = \$ 116.25      |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$120.00 vs. \$116.25<br>\$116.25                            |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$70.00 + \$116.25 = \$186.25                                |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.                           | \$290.00 vs. \$186.25<br>\$186.25/day x 10 days = \$1,862.50 |
| <b>Member #2<br/>(with 2 dependents)</b>  |  |
| 1. Determine Maximum rate (Given percent x locality rate).<br>M&IE<br>Lodging   | 125% x \$56.00 = \$70.00<br>125% x \$93.00 = \$ 116.25       |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.      | \$120.00 vs. \$116.25<br>\$116.25                            |

**\*Example 5 -- TLE ALLOWANCE**

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$136.00 (\$90/ \$46). The member certifies that GOV'T QTRS are not available at either PDS. The member is authorized TLE computed as follows:

| <b>OLD PDS</b>  |   |
|---|---|
| 1. Determine maximum rate (Given percent x locality rate).<br>M&IE<br>Lodging   | 160% x \$71.00 = \$113.60<br>160% x \$161.00 = \$257.60 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$195 vs. \$257.60<br>\$195                             |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$113.60 + \$195 = \$308.60                             |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.                              | \$290 vs. \$308.60<br>\$290/day x 2 days = \$580        |
| <b>NEW PDS</b>  |   |
| 1. Determine maximum rate (Given percent x locality rate).<br>M&IE<br>Lodging   | 160% x \$46.00 = \$73.60<br>160% x \$90.00 = \$144.00   |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.    | \$85 vs. \$144<br>\$85                                  |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$73.60 + \$85.00 = \$158.60                            |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.                           | \$290 vs. \$158.60<br>\$158.60/day x 6 days = \$951.60  |
| The member is authorized a total of \$1,531.60 (\$580.00 + \$951.60) for TLE.   |   |

**Example 6 -- TLE ALLOWANCE**

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

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

**Example 7 -- TLE ALLOWANCE**  
**Two Rooms Occupied**

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

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

**U5725 FUNDS ADVANCE**

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

## CHAPTER 7

### TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

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**\*PART G: RESERVE COMPONENT (RC) MEMBER TRAVEL**

**\*U7150 ACTIVE DUTY WITH PAY (48 Comp. Gen. 301 (1968))**

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, *and*
2. With pay, *and*
3. Under an order that provides for return to home/PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are *not authorized* for travel between the home/PLEAD and the place of active duty when:

- a. Both are in the corporate limits of the same city/town;
- b. The member commutes daily between home/PLEAD and the place of active duty; or
- c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. U3500-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. U7150-B1b and U7150-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. U2600) for one round trip between the duty station *and*:

- a. Home,
- b. Place of unit assignment, or
- c. Place from which called (or ordered) to active duty.

3. Actual Expense Allowance Authorization

a. Circumstances. ICW par. U7150-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and GOV'T QTRS and/or a GOV'T dining facility/mess are unavailable.

b. Authorization. The member is authorized AEA for all meals and QTRS (par. U4510); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 3, Part F).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. U7150-E, for a:

a. Member performing AT duty when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

b. 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;

c. 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 with a break in active duty between courses and both a GOV'T dining facility/mess and GOV'T QTRS (other than temporary lodging facilities) are available; or

d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

2. Per Diem/AEA Authorized. Per diem is payable to a member who is 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 for which per diem is authorized.

3. Lodging Service Charges

a. An RC member performing ADT, who is not authorized per diem/AEA, may be:

- (1) Reimbursed for lodging service charges when transient GOV'T housing is occupied, or
- (2) Provided lodgings in kind.

b. **Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.**

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:

a. From the place the order is received/addressed to the place of physical examination (whichever is less), **and**

b. *As directed in the order:*

- (1) Return to the place the order is received/addressed, **or**
- (2) Proceed to the new PDS, **or**
- (3) Return to the place the order is received/addressed and then proceed to the new PDS.

2. Authorized Travel. Travel required ICW these examinations is IAW par. U7150-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 3 & 4) when the ADT period is fewer than 140 days **at any one location** (except par. U2146). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days **at any one location** (except par. U2146). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

- (1) At the training location except when par. U7150-B or par. U7150-C applies; and
- (2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

- (1) At the training location when the duty is for 140 or more days at one location, or
- (2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

***GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.***

3. Extension Examples. See par. U2146.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances

a. 180 or Fewer Days

- (1) TDY travel and transportation allowances are payable (Ch 3 and Ch 4) when active duty for other than training is for 180 or fewer days ***at any one location*** (except par. U2146) including duty at multiple locations provided duty is 180 or fewer days at all locations.
- (2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days ***at any one location*** (.). This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

- (1) At the duty location except when par. U7150-B or U7150-C applies; and
- (2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

- (1) Per diem/AEA is ***not*** payable:
  - (a) At the duty location when the duty is for more than 180 days at one location, except as in pars. U7150-F2b(2) and U7150-F3, or
  - (b) When the 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) starting from the date of the order directing the extended duty. See par. U2145-B for non-training active duty TDY exception.

*GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.*

(2) Per diem/AEA is payable (except when station allowances and/or OHA are paid under par. U7157) when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

- (a) Unusual circumstances,
- (b) Emergency circumstances,
- (c) Contingency Operations, or
- (d) Exigencies of the Service concerned,

3. Time Limitations. See par. U2145.

4. Extension Examples. See par. U2146.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. U7150-E2b(1),

**\*U7151 ACTIVE DUTY WITHOUT PAY**

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician (10 USC §10216) on leave from technical employment and performing active duty without pay (5 USC §6323(d)) outside the U.S.

C. Others. Except as in par. U7151-B, an RC member who performs duty without pay (par. U7150) may be authorized/approved to receive:

1. The applicable automobile/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
2. 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 \(1966\)](#)).*

**\*U7152 INACTIVE DUTY TRAINING WITH PAY**

A. General. The following definitions apply to par. U7152:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.
2. 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).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

- a. Inactive duty training at the :
  - (1) Training duty station,
  - (2) Drill site,
  - (3) Assigned unit city/town location,
  - (4) Local area of the assigned unit or home, or
- b. Travel between home and the:
  - (1) Assigned unit (except in par. U7160),
  - (2) Unit training assembly place, or
  - (3) Place of duty instead of a unit training assembly.

## 2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (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.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid 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. 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. 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 the metro train to the Pentagon. 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.

## C. Travel from Home/Assigned Unit to TDY Station

1. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.

2. 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 Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authorization. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.

2. Transportation Reimbursement. When a member travels directly from another 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. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location F (assigned unit) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. 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.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus 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). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (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) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$0.50/mile = \$7.

F. Reimbursement of Service Charges for Transient GOV'T Housing Use

1. An RC member who occupies transient GOV'T housing (while performing inactive duty training *with pay*) and is not authorized per diem/AEA, may be:

- a. Reimbursed for lodging service charges, or
- b. Provided lodgings in kind.

2. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

**\*U7153 INACTIVE DUTY TRAINING WITHOUT PAY**

A. 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.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform inactive duty training without pay is authorized travel and transportation allowances in par. U7152.

2. An RC member who occupies transient GOV'T housing (while performing inactive duty training *without pay*) and is not authorized per diem/AEA, may be:

- a. Reimbursed for lodging service charges, or

b. Provided lodgings in kind.

3. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

**\*U7154 SROTC MEMBER**

A. Applicability. This par. applies to a designated SROTC applicant and member appointed under 10 USC §2104 and §2107.

B. Advanced Training (10 USC §2104)

1. 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.

2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. U7154-B3 and U7154-B4) for travel to and from installations:

a. For medical/other examinations,

b. To observe military functions/operations, or

c. For other observations deemed appropriate by the Service concerned.

3. Transportation and Meals. GOV'T/GOV'T-procured transportation and GOV'T-supplied meals are authorized.

4. Mileage

a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7154-B1 or U7154-B2, at personal expense. It may be paid in advance of return from the activity site.

b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:

(1) Home and the nearest appropriate public transportation terminal, and

(2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. U7154-B1 or U7154-B2 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).

6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under 10 USC §2104 ([53 Comp. Gen. 957 \(1974\)](#)).

7. Lodging and Meals at Delay Point. 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 IAW par. U4510.

**C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)**

**1. Travel to Accept Appointment**

- a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part B PCS allowances.
- b. PCS 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.
- c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

**2. TDY Travel**

- a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (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/SROTC unit location (as specified in the order) to the place designated for field/at-sea training and return.
- b. For par. U7154-C, 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 member.
- c. MALT may be paid before a member departs from the field/at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

**3. Travel upon Discharge**

- a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part B PCS allowances for travel from the educational institution to the authorized home, or military station, or
- b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

**D. Member Ordered to Active Duty (Enlisted or Officer)**

- a. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part B PCS allowances.
- b. The authorization is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

**\*U7155 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE**

A. Authorized Care. TDY travel and transportation allowances (Ch 3 and Ch 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/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. U7155-A1 through U7155-A3; 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,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

**\*U7156 FUNERAL HONORS DUTY** (10 USC §12503 or 32 USC §1115)

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Chs 3 and 4 TDY travel and transportation allowances.

**U7157 COLA AND HOUSING ALLOWANCES**

A. COLA. See par. U9145.

B. Housing Allowances. See par. U10428.

**\*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

1. 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.
2. For this par., 'outside the local commuting distance' is defined as the local travel area 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/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

- a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.

b. POC Transportation. Reimbursement is authorized for the actual expense incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel).

c. Limitations. Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.

2. Lodging and Meals

a. Meals. The actual cost of the member's meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

(1) The actual cost of the member's lodging (including tax, tips, and service charges) may be reimbursed up to the per diem rate for the area concerned.

(2) The locality per diem lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.

(3) The locality per diem lodging ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense.

**\*U7180 ALLOWANCE SUMMARY TABLES**

| <b>Table U7G-1</b>  |  |  |
|---|--|--|
| <i>This table is for informational purposes. Actual allowances are in Ch 5, Part G.</i>   |  |  |
| <b>RC PERSONNEL ON ACTIVE DUTY WITH PAY (NOTE 1)</b>  |  |  |
| <b>SITUATION</b>  | <b>TRANSPORTATION<br/>(NOTES 2 and 3)</b>  | <b>PER DIEM<br/>(NOTES 4 and 5)</b>  |
| Annual training duty (NOTE 6)   | Ch 3 applies   | Not authorized if GOV'T QTRS & dining facility/mess are 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 are 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)  |
| ADT 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 days 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 exigency, 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  |

**TABLE U7G-1 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 ADT 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.

| <b>Table U7G-2</b><br><i>This table is for informational purposes. Actual allowances are in Ch 5, Part G.</i> |   |  |
|---|---|--|
| <b>RC MEMBER ON ACTIVE DUTY WITHOUT PAY</b>   |   |  |
| <b>SITUATION</b>  | <b>TRANSPORTATION</b>   | <b>PER DIEM</b><br><i>(NOTES 1 and 2)</i>  |
| 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. |

**TABLE U7G-2 NOTES:**

1. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.
2. An RC member on ADT 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.

| <b>Table U7G-3</b><br><i>This table is for informational purposes. Actual allowances are in Ch 5, Part G.</i>                                     |   |                 |
|---|---|-----------------|
| <b>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY</b><br><i>(NOTES 1 and 2)</i>   |   |                 |
| <b>SITUATION</b>  | <b>TRANSPORTATION</b>   | <b>PER DIEM</b> |
| TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located <b>NOTE 3</b> | 1. Not authorized - may be authorized reimbursement under Ch 3, Part F.<br>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  |

**TABLE U7G-3 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.

| <b>Table U7G-4</b>  |   |  |   |
|---|---|--|---|
| <i>This table is for informational purposes. Actual allowances are in Ch 5, Part G.</i>   |   |  |   |
| <b>SENIOR RESERVE OFFICERS TRAINING CORPS MEMBER</b>  |   |  |   |
| <i>(NOTES 1 and 2)</i>  |   |  |   |
| <b>SITUATION</b>  | <b>TRANSPORTATION</b>   | <b>PER DIEM</b>  | <b>REMARKS</b>  |
| Travel of SROTC Advanced Training member 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.<br>2. Reimbursement on a mileage basis may be authorized to and from transportation terminals.<br>3. Payment may be authorized under par. U4510 at a delay point.<br>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 or midshipman 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 cadet or midshipman 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   |

**TABLE U7G-4 NOTES:**

1. Neither a member nor a designated applicant appointed under 10 USC §2104--SROTC advanced training member-- 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.

| <b>Table U7G-5</b>  |   |                       |   |
|---|---|-----------------------|---|
| <i>This table is for informational purposes. Actual allowances are in Ch 5, Part G.</i>   |   |                       |   |
| <b>MISCELLANEOUS</b>  |   |                       |   |
| <b>SITUATION</b>  | <b>TRANSPORTATION</b>   | <b>PER DIEM</b>       | <b>REMARKS</b>  |
| Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while:<br>(1) on active duty for a period of 30 or fewer days; or<br>(2) on inactive duty training; or<br>(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 IAW DoDFMR, Volume 7A, par. 580105.A<br>( <a href="http://www.defenselink.mil/comptroller/fmr/">http://www.defenselink.mil/comptroller/fmr/</a> ) | <i>Not authorized</i> | *Must be engaged in muster duty for a period of at least 2 hours. DoDFMR, Volume 7A, par. 580105.A<br>( <a href="http://www.defenselink.mil/comptroller/fmr/">http://www.defenselink.mil/comptroller/fmr/</a> ) for the effective rate. |

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## PART H1: LEAVE TRAVEL AND TRANSPORTATION

### U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS

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

1. Eligible Member. An eligible member is one stationed OCONUS who is ordered to:
  - a. Consecutive tours of duty at the same (old) PDS (APP A1 - 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 A1, 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.

| <b>Example 1</b>  |         |
|---|---------|
| 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 <i>not responsible</i> for the additional \$200 cost if transportation to/from CONUS Location B is authorized/ approved by the Secretarial Process making the city-pair airfare to/from CONUS Location B available. |         |

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

c. An eligible traveler (member and/or dependent) may return to the old PDS at GOV'T expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a DESIGNATED PLACE IAW par. U5120-G.

e. Pars. U5120-B, U5120-C (member) and U5218 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel. *COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance). Effective for any member in a deferred COT leave status on 2 December 2002 or any member who becomes authorized to a COT leave travel on or after 2 December 2002.*

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

1. Member's HOR in CONUS

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

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

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

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

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

C. Reimbursement

1. Member Procured Transportation

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

| <b>Example 1</b>   |       |
|--|-------|
| <b><i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i></b>               |       |
| 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 (policy violation and par. U1055) for COT leave travel from the PDS to the HOR. |       |
| Traveler purchased a one-way transoceanic ticket:  | \$500 |
| <b><i>Transoceanic airfare reimbursement (\$500) is not authorized IAW par. U5108-A.</i></b>                     |       |

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.**

| <b>Example 2</b>   |         |
|--|---------|
| <b>NOTE: Costs in this example are not actual costs and are used for illustration only.</b>  |         |
| 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 for airfares but elects not to use the CTO 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. <b>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.</b> |         |

\*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 (see APP A definition).

| <b>*Example 3</b>   |                   |
|---|-------------------|
| <b>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</b>  |                   |
| 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 @ 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) @ 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 =   | <u>\$ 50.00</u>   |
| <b>Total constructed GOV'T city-pair airfare cost =</b>   | <b>\$1,924.63</b> |
| 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 \$123 =  |                   |
| Member's per diem authorization = 9 days x \$123/day =  | \$ 1,107.00       |
| Per diem for the accompanying spouse @ 75% of the member's amount =   | \$ 830.25         |
| Per diem for the accompanying child (under age 12) at 50% of the member's amount =  | <u>\$ 553.50</u>  |
| <b>Total actual amount =</b>  | <b>\$2,996.15</b> |
| In this example, the city-pair airfare 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. <b>The member is financially responsible for the additional cost (\$2,996.15 - \$1,924.63) of \$1,071.52.</b> |                   |
| If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT-Plus' on behalf of eligible travelers. Par. U7200-C1c.   |                   |

| <b>*Example 4</b>   |   |
|---|---|
| <b>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</b>  |   |
| 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 @ 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) @ 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 =   | <u>\$ 50.00</u>   |
| <b>Total constructed GOV'T city-pair airfare cost =</b>   | <b>\$3,620.88</b>   |
| 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 \$123/day =<br>\$1,107 |
| Member's per diem authorization =   | \$1,107.00  |
| Per diem for the accompanying spouse at 75% of the member's amount =  | \$ 830.25   |
| Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$553.50/child x 2 children =   | <u>\$ 1,107.00</u>  |
| <b>Total actual amount =</b>  | <b>\$3,549.65</b>   |
| 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.*

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

| <b>Example 2</b>   |         |
|--|---------|
| 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.***

| <b>Example 1</b>  |       |
|---|-------|
| 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. |       |

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

**U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION**

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

B. Eligibility

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

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

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

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

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

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

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

D. Dependent Travel

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

E. Number of FEML Trips

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

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

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

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

F. Time Limitation. FEML travel:

1. Should not be performed within 6 months of the beginning or the end of the 24 or 36 month tour.
2. Should not be performed within 3 months of the beginning or the end of a 12 month extension to a 24 month/less than 36 month tour.
3. By an eligible traveler/dependent must be performed prior to the FEML tour completion (adopted from [CBCA 1067-TRAV, 26 June 2008](#)).

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

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

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

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

| <b>Example 1</b>   |         |
|--|---------|
| 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

| <b>Example 2</b>  |       |
|---|-------|
| 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 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.

##### **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 H2: LODGING REIMBURSEMENT DURING AN AUTHORIZED ABSENCE OR WHILE ON LEAVE

### U7225 LODGING REIMBURSEMENT DURING AN AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION

A. Authorized Absence. For purposes of this par., this term means that the:

1. Member is in an authorized leave status, or
2. Member's absence is otherwise authorized under regulations prescribed by the Secretary Concerned (37 USC §404b(d)).

B. General. A member in a TDY status:

1. Deployed in support of a contingency operation; and
2. Who retains lodging at the TDY location during an authorized absence;

may be reimbursed lodging expenses as a miscellaneous reimbursable expense (APP G).

C. Eligibility. Lodging retained at the TDY location is reimbursable when the member:

1. Is TDY in support of a contingency operation for more than 30 days, *and*
2. Immediately before taking the authorized absence, was performing duty away from the member's home/PDS, *and*
3. Was receiving per diem for lodging expenses because GOV'T QTRS were not available at no cost to the member, *and*
4. Returns to the TDY location before the end of the authorized absence.

D. Reimbursement

1. Limitations

- a. During an authorized absence, per diem is not authorized for a member who is returning to the PDS/home for the weekend.
- b. Lodging retained at the TDY station is a reimbursable expense (APP G).

2. 'Lodgings-Plus'

- a. Lodging retained during an authorized absence is a reimbursable expense (APP G).
- b. Lodging reimbursement must not exceed the lodging portion of the per diem rate for the TDY location for each day.
- c. Reimbursement authority for an authorized absence, during a contingency operation, applies only when the computation provisions of par. U4141 covering an authorized absence period do not fully reimburse for the TDY location per diem-related lodging costs.

2. Fixed (Flat) Rate Per Diem Allowance. If the member is paid a contingency operation fixed rate per diem allowance (e.g., 55%) IAW par. U4105-I:

- a. The member is authorized out-of-pocket expense reimbursement.
- b. Reimbursable lodging expenses (APP G) may not be more than what the member would have received if the authorized absence had not been taken.
- c. Example

| <b>*Example</b>  |
|--|
| <p>1. A member is on a contingency TDY. Member is paid 55% per diem (IAW par. U4105-I) and renting an apartment (\$1,200/month).</p> <p>2. The authorized per diem rate is \$78.10 (i.e., 55% of the locality rate of \$142).<br/>55% x \$91 (Lodging) = \$50.05<br/>55% x \$51 (M&amp;IE) = \$28.05<br/>Total = \$63.80 or 55% of \$116 = \$78.10</p> <p>3. The member is reimbursed \$50.05/day x 30 days = \$1,501.50 per 30-day month for lodging.</p>   |
| <b>*Scenario 1</b>   |
| <p>1. The member returns to the PDS once during the first month. The member is not paid per diem for the 2 days/nights spent at the PDS.</p> <p>2. The member is authorized \$1,401.40 (\$50.05/day x 28 days) for the first month's lodging.</p> <p>3. Since the member is authorized \$201.40 more than the actual lodging cost (\$1,401.40 vs. \$1,200), the member is not out-of-pocket for lodging costs and is not authorized additional reimbursement.</p>  |
| <b>*Scenario 2</b>   |
| <p>1. The member takes 7 days leave during the third month. The member is not paid lodging per diem for 7 days/nights of leave.</p> <p>2. The member is authorized \$50.05/day x 23 days = \$1,151.15 for lodging for the third month.</p> <p>3. The member is out-of-pocket \$48.50 for lodging costs (\$1,200 vs. \$1,151.50).</p> <p>4. The member would have been reimbursed \$350.35 (\$50.05/night x 7 nights) for those 7 nights had the member not been on leave.</p> <p>5. The \$48.50 out-of-pocket cost is less than what the member would have been paid had the member not been on leave (\$350.35).</p> <p>6. The member is authorized \$48.50 as a reimbursable expense to cover out-of-pocket lodging costs.</p> |

- 3. Reimbursement authority for an authorized absence during a contingency operation applies only when par. U4141 computation provisions, covering an authorized absence period, do not fully reimburse the TDY location per diem-related lodging cost.

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**U7226 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION**

A. General. A member may be reimbursed for TDY lodging expenses as a reimbursable expense (APP G) when the member:

1. Is TDY to a location for more than 30 days, and
2. Takes leave from the TDY location to the evacuated dependents' safe haven location.

B. Eligibility. A member is eligible for reimbursement for lodging retained at the TDY location, when the member:

1. Receives per diem to cover TDY lodging expenses because GOV'T QTRS are not available at no cost to the member, and
2. Returns to the TDY location immediately after completing the authorized leave.

C. Reimbursement

1. The member is authorized reimbursement for lodging retained at the TDY location, during leave, NTE the lodging portion of the per diem rate for the TDY location for each day.
2. Reimbursement authority for leave during an evacuation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for the TDY location per diem-related lodging costs.

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**\*PART N: ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS**

**\*U7400 ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS**

A. General

1. Application. Par. U7400-A applies to an absentee, straggler, deserter, or member without funds (*with or without a prior order*) who:

a. Surrenders at, or is apprehended and delivered to, a U.S. INSTALLATION other than the member's PDS; and

b. Is without funds to purchase transportation.

2. Transportation and Meal Tickets. Necessary transportation and meal tickets (or the cash equivalent of meal tickets (par. U1500)) may be furnished for travel to the new PDS/another place directed by competent authority.

3. Reimbursement. Reimbursement, up to the directed mode cost, (par. U3002-B) is not authorized.

B. Member Has a Prior Order

1. Transportation, and Meal Tickets. Transportation and meal tickets (or the cash equivalent of meal tickets) are furnished ICW the prior order.

2. Travel between Old and New PDS. Travel reimbursement between the old and new PDS is IAW Ch 5.

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## **PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS**

### **\*U7800 GENERAL**

This Part applies to Armed Forces members who are authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition IAW:

1. 10 USC §717, 37 USC §420, *and*:
2. DoDI 1330.04 (<http://www.dtic.mil/whs/directives/corres/pdf/133004p.pdf>) for DoD members (and Coast Guard when operating as a service of the Navy), *or*
3. COMDTINST 1710.5 (series) for Coast Guard members.

### **U7801 POLICY**

\*A. General. An Armed Forces member may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized under par. U7800.

\*B. Authorization/Approval. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederation of Reserve Officers (CIOR) is authorized/ approved by the Secretary of State.

\*C. Participation. Participation in other international competitions is contingent upon a Secretary of State determination that U.S. interests are served by participating in each such event.

### **\*U7803 ALLOWANCES**

An Armed Forces member, who is authorized to attend, train for, and/or participate in the competitions in par. U7801, is authorized TDY travel and transportation allowances.

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**PART Z1: TRAVEL ALLOWANCES - BILATERAL OR  
REGIONAL COOPERATION PROGRAM**

**U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES**

\*A. Application. This par. applies to Defense personnel of developing countries attending a bilateral/regional:

1. Conference,
2. Seminar, or
3. A similar meeting,

in the U.S. national security interest.

\*B. General

1. Travel Order. A travel order issued under individual Service regulations (par. U1010-B1) is used for authorizing allowances in this par. (U7970).
2. Limitations. A grantee (civilian or foreign military) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.
3. Combatant Command. As defined in 10 USC §161(c) and as used in this par., the term "combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments.

\*C. Allowances. ICW this par., the following may be authorized/approved for Defense personnel of developing countries:

1. Transportation, and
2. Per diem/AEA, and
3. Reimbursable expenses (APP G)

\*D. Authorized Expenses. Expenses may be paid on behalf of personnel from a developing country ICW travel:

1. Within the AOR of the combatant command in which the developing country is located,
2. To Canada or Mexico,
3. In the U.S, when the unified combatant command's headquarters is located in the U.S.,
4. To any of the countries participating in the NATO Partnership for Peace Program, or
5. The territory of any NATO member country.

\*E. Expense Limitations. Authorized expenses may not exceed the amount that would be paid to a U.S. Armed Forces member (of comparable grade) for similar travel.

\*F. Additional Expenses. Other expenses incurred ICW a conference, seminar, or similar meeting in the U.S.'s national security interests may be authorized/approved by the Secretarial Process.

\*G. Payments under 10 USC §1050. Payment of expenses under this par. is *in addition to* the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC §1050 that currently states: "*Latin American cooperation: payment of personnel expenses - The SECDEF or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.*"

**PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION  
LIAISON OFFICERS**

**U7980 TRAVEL AND TRANSPORTATION ALLOWANCES - LIAISON OFFICERS (10 USC §1051a)**

\*A. Application. This par. applies to liaison officers temporarily assigned to the:

1. Headquarters of a U.S. combatant command,
2. Component command, or
3. Subordinate operational command

ICW military operation planning and execution.

\*B. Authority. Under the authority in 10 USC §1051a, the SECDEF may authorize:

1. Travel (per diem/AEA), transportation, and reimbursable expenses (APP G) required for the performance of duties by a liaison officer of a developing country involved in a U.S. military operation.
2. Travel and transportation allowances for a liaison officer of a developing country ICW the officer's assignment to the combatant command headquarters, if the assignment is requested by that combatant command commander.
3. Travel and transportation allowances with/without reimbursement from (or on behalf of) the recipients.

\*C. Limitations. *A grantee (civilian or foreign military) cannot use GSA city-pair airfares.* Use the chain of command for "grantee" status determinations.

\*D. Travel Order. A travel order issued under Service regulations is used for authorizing these allowances. See par. U1010-B.

\*E. Medical Care. Round-trip transportation expenses (no per diem or mileage) may be authorized for a liaison officer if the combatant commander directs round-trip travel from the assigned headquarters to one or more locations for medical care at a non-military facility if:

1. Adequate medical care is not available to the liaison officer at a local military medical treatment facility;
2. The SECDEF determines that payment of such medical expenses is necessary and in the U.S.'s best interest; and
3. Medical care is not available to the liaison officer pursuant to any treaty or other international agreement.

\*F. Maximum Allowance Payment. Authorized allowances paid under this par. must not exceed the amount that would be paid to an Armed Forces member (of a comparable grade) for similar travel.

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## SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

### U9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

#### A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf. See pars. U9160-B and U9160-C.

\*2. Extra Room Charge Payment. Except as provided in pars. U9185-C and U9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day, but for lodging only. M&IE remains at the ordinary percentages.

#### 3. TLA Authorized on the Reporting Day

a. Reimburse the traveler/dependent(s) 75% of the new OCONUS PDS per diem M&IE rate (par. U5113) when the PCS is performed by common carrier or transportation-in-kind if the TLA and reporting day are the same. See pars. U5105-C, U5105-D, U5201-A1a, and U5201-A1b. The reporting day lodging expense is reimbursed as TLA (par. U9150-C). See par. U9185-H, TLA computation Example 8.

b. TLA is not payable on the reporting day when MALT PLUS is payable, par. U9160-B.

B. Temporary Lodging Not Available at PDS. When GOV'T/commercial temporary lodgings are not available at the PDS and the member must obtain GOV'T/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. U9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. U9185-B be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by a GOV'T Contractor. When a GOV'T contractor furnishes temporary lodgings, TLA is computed under par. U9185-E. When the member and/or dependents check into/out of GOV'T contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of QTRS charge paid.

D. Temporary Lodging Occupied in Facilities under GOV'T Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's QTRS, under GOV'T jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9185-E. When the member and/or dependents check into/out of this type of QTRS at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9185-A or U9185-B, and except as in pars. U9185-F, and U9185-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period. Computations are as follows:

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**Step 1: Determine the Daily M&IE and Lodging Ceiling.** Multiply the percentage in the following table by the applicable locality [per diem M&IE and lodging rates](#).

| <b>Number of Eligible Persons Occupying Temporary Lodging</b> | <b>Percentage Applicable</b> |
|---|------------------------------|
| Member or 1 dependent   | 65%                          |
| Member and 1 dependent, or 2 dependents only                  | 100%                         |
| For each additional dependent age 12 and over, add            | 35%                          |
| For each additional dependent under age 12, add               | 25%                          |

- a. Use the above applicable percentage for both lodging and M&IE unless:
  1. A TLA – Special has been authorized for lodging. See par. U9195.
  2. Temporary lodgings are not available at the PDS. See par. U9185-B.
  3. Permanent GOV'T QTRS are being renovated, or lack a stove and/or refrigerator. See par. U9185-F.
  4. Temporary QTRS contain cooking facilities. See par. U9185-G.
  5. A member, authorized a temporary lodging cost at the new PDS under par. U9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.
- b. When computing the applicable percentage for a:
  1. Member and family including the member's spouse and dependent children, the applicable percentage is 100% for the member and spouse, 35% for each dependent age 12 and over, and 25% for each dependent under age 12. See example #7;
  2. Family without the spouse, add the applicable percentage for the member and 1 (the oldest) dependent, plus the applicable percentage for each additional dependent. For example, the applicable percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member plus dependent age 12 or older is 100%, plus dependent under 12 is 25%).;
  3. Member-married-to-member couple on active duty, with dependents occupying temporary lodging, claim the dependents for TLA reimbursement IAW the percentage factors in par. U9185-E, as shown in Examples 5 and 6.
- c. Exception occurs when temporary lodgings are not available at the PDS, while renovating GOV'T QTRS, or when permanent QTRS lack a stove and/or refrigerator. See par. U9185-F.

**Step 2: Determine the Payable Lodging Cost**

- a. Compare the actual daily lodging cost, including lodging tax or value added tax (VAT) certificate cost, International Transaction (Currency Conversion) Fees charged by the GTCC, and other lodging cost authorized IAW par. U9160-C3, with the Step 1 lodging cost ceiling. Select the lesser amount.
- b. Lodging vendor receipts, invoices, or statements are required for lodging expense verification. See par. U2510; and par. U9157 for TLA advances.
- c. If the member is in a TDY status (regardless of the per diem amount received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.
- d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

**Step 3: Determine Daily TLA Amount.** Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. U91850-H and U9195 (TLA – Special).

F. TLA while GOV'T QTRS Are Being Renovated, or if GOV'T QTRS Lack/Private Sector Housing Lacks a Stove and/or Refrigerator

1. The member may be authorized TLA to cover restaurant meals cost, when a member and/or dependents:
  - a. Occupy GOV'T QTRS while the kitchen is being renovated, or
  - b. Occupy GOV'T QTRS/private sector housing during utility loss, or
  - c. Initially occupy permanent GOV'T QTRS/private sector housing without a stove and/or refrigerator and meals cannot be prepared.
2. Determine TLA by multiplying the par. U9185-E, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary QTRS Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9185-E, except that the M&IE amount is reduced by one-half.
2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.
3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.
4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9185-E, without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.
5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

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H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring TLA computation uniformity among all of the Uniformed Services.

| <b>EXAMPLE 1</b>   |  |
|--|--|
| <i><b>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</b></i>  |  |
| A member, with command-sponsored spouse, is assigned to an OCONUS location. The locality <u>per diem rate</u> is \$150 (\$76/\$74). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day. The temporary accommodations do not have facilities for preparing and eating meals. The actual lodging expense is \$114/night, including lodging tax.                           |  |
| 4/2 – The member is advised upon reporting to aggressively seek permanent GOV'T QTRS/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days.   |  |
| 4/11 – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/2 thru 4/10. The member's progress in obtaining permanent QTRS/housing is reviewed, and the member complied with the JFTR and OCONUS TLA Authority requirements. TLA is extended for another 10-day period.  |  |
| 4/21 – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and received per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. U9160-C3. The member moves into permanent QTRS on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations. |  |
| <u>TLA Computation for 1 April</u> . Since 'MALT-Plus' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April IAW par. U9185-A3.  |  |

| <b>TLA COMPUTATION FOR 2-10 APRIL</b>   |   |
|---|---|
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging  | 100% x \$74 = \$74<br>100% x \$76 = \$76            |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.  | \$114 vs. \$76<br>\$76                              |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay \$150 each day.  | \$74 + \$76 = \$150<br>\$150/day x 4 days = \$600   |
| <b>TLA COMPUTATION FOR 11-14 APRIL</b>  |   |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging  | 100% x \$74 = \$74<br>100% x \$76 = \$76            |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.  | \$114 vs. \$76<br>\$76                              |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay \$150 each day.  | \$74 + \$76 = \$150<br>\$150/day x 9 days = \$1,350 |
| <b>TLA COMPUTATION FOR 15-17 APRIL</b>  |   |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging  | 100% x \$74 = \$74<br>100% x \$76 = \$76            |
| 2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result. | \$74 divided by 2 = \$37<br>\$74 - \$37 = \$37      |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.  | \$114 vs. \$76<br>\$76                              |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount.<br>Pay \$113 each day.  | \$37 + \$76 = \$113<br>\$113/day x 3 days = \$339   |
| <b>TLA COMPUTATION FOR 18-20 APRIL</b>  |   |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging  | 100% x \$74 = \$74<br>100% x \$76 = \$76            |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.  | \$114 vs. \$76<br>\$76                              |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay \$150 each day.  | \$74 + \$76 = \$150<br>\$150/day x 3 days = \$450   |

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| <b>EXAMPLE 2</b>   |   |
|--|---|
| <b><i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i></b>  |   |
| A member, with spouse, is assigned to a ship with an OCONUS home port. The locality <a href="#">per diem rate</a> is \$132 (\$66/ \$66). The member and spouse arrive at the OCONUS home port 10/1 while the ship is away. They occupy temporary GOV'T QTRS. The temporary accommodation does not have facilities for preparing and eating meals. The actual lodging expense is \$98 per night, including lodging tax. On 10/6 the ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent QTRS on 10/11. |   |
| 10/2 – The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days.   |   |
| 10/6 – The member submits a lodging expense report of \$490 (\$98/day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expense report of \$490 (\$98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.  |   |
| <b>TLA COMPUTATION FOR 1-5 OCTOBER</b>   |   |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging   | 65% x \$66 = \$42.90<br>65% x \$66 = \$42.90                |
| 2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging tax) by 2, because the member is in a per diem status. See par. U9160-C.   | \$98 divided by 2 = \$49                                    |
| 3. Compare the actual daily lodging cost in Step 2 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.   | \$49 vs. \$42.90<br>\$42.90                                 |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount.<br>Pay \$85.80 each day.   | \$42.90 + \$42.90 = \$85.80<br>\$85.80/day x 5 days = \$429 |
| <b>TLA COMPUTATION FOR 6-10 OCTOBER</b>  |   |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging   | 100% x \$66 = \$66<br>100% x \$66 = \$66                    |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.   | \$98 vs. \$66<br>\$66                                       |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay \$132 each day.   | \$66 + \$66 = \$132<br>\$132/day x 5 days= \$660            |
| <b>EXAMPLE 3</b>   |   |
| <b><i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i></b>  |   |
| A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing facilities for preparing and consuming meals. The locality <a href="#">per diem rate</a> is \$150 (\$76/ \$74). The lodging expense is \$138 per night, including lodging tax.  |   |
| <b>TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals</b>  |   |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging   | 150% x \$74 = \$111<br>150% x \$76 = \$114                  |
| 2. Reduce the Step 1 M&IE by one-half due to cooking facilities.   | \$111 x 50% = \$55.50                                       |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.   | \$138 vs. \$114<br>\$114                                    |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount.<br>Pay \$169.50 each day.  | \$55.50 + \$114 = \$169.50<br>Pay \$169.50 for each day     |

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| <b>EXAMPLE 4</b>   |  |
|--|--|
| <b><i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i></b>  |  |
| Member-married-to-member couple, each is without dependents, is assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality <a href="#">per diem rate</a> is \$150 (\$76/ \$74). The actual lodging expense is \$114/night, including lodging tax. |  |
| 4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.   |  |
| 4/11 – Each member submits a separate lodging expense report of \$570 (\$114÷2/day, including tax = \$57) for shared temporary lodging. Moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).  |  |

| <b>TLA Computation for a Member-married-to-member Couple in the Same Temporary Lodging</b>   |   |   |
|--|---|---|
| Temporary Lodging without facilities for Preparing and Consuming Meals   |   |   |
| (A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.)  |   |   |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging   | <u>Member 1</u><br>65% x \$74 = \$48.10<br>65% x \$76 = \$49.40 | <u>Member 2</u><br>65% x \$74 = \$48.10<br>65% x \$76 = \$49.40 |
| 2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.<br>2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. | \$48.10 x 100% = \$48.10<br><br>(2a)                            | \$48.10 x 100% = \$48.10<br><br>(2b)                            |
| 3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser.   | \$49.40 vs. \$57.00<br>\$49.40                                  | \$49.40 vs. \$57.00<br>\$49.40                                  |
| 4. Add the Step 1 M&IE to the Step 3 lodging amount.<br>Pay each member \$97.50 per day.   | \$48.10 + \$49.40 = \$97.50<br>\$97.50 x 10 = \$975.00          | \$48.10 + \$49.40 = \$97.50<br>\$97.50 x 10 = \$975.00          |

| <b>EXAMPLE 5</b>  |  |  |
|---|--|--|
| <b><i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i></b>   |  |  |
| A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available in the temporary lodging. The locality <a href="#">per diem rate</a> is \$160 (\$86/ \$74). |  |  |
| 4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.  |  |  |
| 4/11 – Each member submits a separate lodging expense report of \$850 (\$170 per day including lodging tax divided in half, \$85) for shared temporary lodging. They moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).  |  |  |
| <b>TLA COMPUTATION FOR A MEMBER-MARRIED-TO-MEMBER COUPLE WITH DEPENDENTS IN SEPARATE TEMPORARY LODGINGS</b>   |  |  |
| Preparation and Cooking Facilities are Available for Each Member  |  |  |
| (A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.)   |  |  |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging  | <u>Member 1 with one dependent</u><br>100% x \$74 = \$74<br>100% x \$86 = \$86 | <u>Member 2 with one dependent</u><br>100% x \$74 = \$74<br>100% x \$86 = \$86 |
| 2. Member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.  | \$74 x 50% = \$37  | 74 x 50% = \$37  |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.  | \$85 vs. \$86<br>\$85  | \$85 vs. \$86<br>\$85  |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount.<br>Pay each member \$122 per day.   | \$37 + \$85 = \$122<br>\$122 x 10 = \$1,220                                    | \$37 + \$85 = \$122<br>\$122 x 10 = \$1,220                                    |

| <b>EXAMPLE 6</b>   |  |   |
|--|--|---|
| <b><i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i></b>  |  |   |
| A member-married-to-member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality <a href="#">per diem rate</a> is \$200 (\$125/ \$75). |  |   |
| 4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.   |  |   |
| 4/11 – Each member submits a separate lodging expense report of \$1,200 (\$120/day including tax) for shared temporary lodging. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).  |  |   |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging<br>Total  | <u>Member 1 w/2 dependents<br/>over 12</u><br>135% x \$75 = \$101.25<br>135% x \$125 = \$168.75<br>\$101.25 + \$168.75 = \$270 | <u>Member 2 w/2 dependents<br/>under 12</u><br>125% x \$75 = \$93.75<br>125% x \$125 = \$156.25<br>\$93.75 + \$156.25 = \$250 |
| 2a. <u>Member 1 with 2 dependents age 12 or older.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.   | \$101.25 x 100% = 101.25   |   |
| 2b. <u>Member 2 with 2 dependents under age 12.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.  |  | \$93.75 x 100% = \$93.75  |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.   | \$168.75 vs. \$120<br>\$120  | \$156.25 vs. \$120<br>\$120   |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount.  | \$101.25 + \$120 = 221.25  | \$93.75 + \$120 = \$213.75  |
| 5. Pay the lesser of Step 1 and Step 4.  | \$221.25   | \$213.75  |
| 6. Multiply the Step 5 amount by the number of authorized TLA days (10).   | \$221.25/day x 10 days =<br>\$2,212.50   | \$213.75/day x 10 days =<br>\$2,137.50  |
| 7. Total Amount Paid to Each Member  | \$2,212.50   | \$2,137.50  |

Part C: TLA/Section 6: Rates Payable, Comp Procedures & Examples

| <b>EXAMPLE 7</b>  |                               |
|---|-------------------------------|
| <b><i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i></b>   |                               |
| A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POC and use two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality <a href="#">per diem rate</a> is \$200 (\$125/ \$75). The actual lodging expense is \$120 per room per night, including lodging tax. |                               |
| 4/2 – The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.  |                               |
| 4/11 – The member submits a lodging expense report of \$2,400 (\$120/room per day including tax) for two rooms. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).   |                               |
| <b>TLA COMPUTATION INVOLVING MULTIPLE DEPENDENTS (par. U9185-H, NOTE 2)</b>   |                               |
| (When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12).  |                               |
| 1. Determine the maximum rates (applicable percentage x locality rate). Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%  |                               |
| M&IE  | 220% x \$75 = \$165           |
| Lodging   | 220% x \$125 = \$275          |
| Total   | \$165 + \$275= \$440          |
| 2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.  | \$165 x 100% = \$165          |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.  | \$275 vs. \$240<br>\$240      |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount.   | \$165 + \$240 = \$405         |
| 5. Pay the lesser of Step 1 and Step 4.   | \$405                         |
| 6. Multiply the Step 5 amount by the number of authorized TLA days (10).  | \$405/day x 10 days = \$4,050 |
| 7. Total Amount Paid  | \$4,050                       |

| <b>EXAMPLE 8</b>   |  |   |
|--|--|---|
| <b>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</b>   |  |   |
| A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging. The locality <u>per diem rate</u> is \$377 (\$250/ \$127). |  |   |
| The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.   |  |   |
| The member submits a lodging expense report of \$2,250 (\$225/day including lodging tax) for 10 days of TLA lodging. They moved into permanent QTRS on Day 11.   |  |   |
| <b>TLA COMPUTATION WHEN THE PCS REPORTING DATE AND AUTHORIZED TLA ARE ON THE SAME DAY</b>  |  |   |
| This example is for travel performed by common carrier or transportation-in-kind.  |  |   |
| PCS M&IE paid (par. U5113) =   |  | \$285.75                                  |
| TLA paid for 10 days of TLA (par. U9185-A3)  | \$225 + \$7,413.75 =   | \$7,638.75                                |
| When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program  |  |   |
| <b>DAY 1</b>   |  |   |
| PCS travel day M&IE  |  |   |
| Member   | Full Rate  | \$127.00                                  |
| Spouse   | \$127 x 75%  | \$95.25                                   |
| Child under 12   | \$127 x 50%  | + \$63.50                                 |
| <b>TOTAL</b>   |  | <b>\$285.75</b>                           |
| TLA (lodging only)   |  |   |
| Member, spouse, and dependent (under 12)   | \$250 x 125% = \$312.50 (limited to \$225)   | \$225.00                                  |
| <b>DAYS 2 – 10</b>   |  |   |
| Step 1   | M&IE (\$127 x 125%) =<br>Lodging (\$250 x 125%) =<br>Total =   | \$158.75<br>+ \$312.50<br><u>\$471.25</u> |
| Step 2   | Compare the actual lodging cost including tax (\$225) against Step 1 (\$312.50), pay the lesser amount | \$225.00                                  |
| Step 3   | Add M&IE and lodging (\$158.75 + \$225) =  | \$383.75                                  |
| Step 4   | Compare steps 1 and 3 totals. Pay the lesser amount. \$383.75/day x 9 days =                           | \$3,453.75                                |

| <b>EXAMPLE 9</b>  |   |
|---|---|
| <b>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</b>  |   |
| A member and spouse occupy temporary lodgings. Preparation and cooking facilities are not available in the temporary lodging. The locality <u>per diem rate</u> is \$268 (\$152/ \$116). The lodging expense is \$145, including lodging tax and the international transaction (currency conversion) fee charged by the GTCC is \$25. |   |
| <b>TLA Computation with Currency Conversion Fees Included</b>   |   |
| 1. Determine the maximum rates (applicable percentage x locality rate).   |   |
| M&IE  | 100% x \$116= \$116                                   |
| Lodging   | 100% x \$152 = \$152                                  |
| International Transaction (currency conversion) Fee   | \$25 ÷ 5 = \$5  |
| 2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) (\$145 + \$5 = \$150) to the Step 1 maximum lodging rate. Use the lesser.  | \$150 vs. \$152<br>\$150                              |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay \$266 each day.  | \$116 + \$150 = \$266<br>\$266/day x 5 days = \$1,330 |

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## SECTION 13: RESERVE COMPONENTS

### U10428 RESERVE COMPONENTS

#### A. Order Duration

1. Active Duty Tour Begins before 6 January 2006. An RC member called/ordered to active duty for 139 or fewer days is authorized the RC rate (BAH-RC) for the active duty period, *except for contingency operations as provided in par. U10428-B*. A member called/ordered to active duty for 140 or more days is authorized BAH/OHA. However, if an RC member is initially on a tour of 139 or fewer days and receives an order modification or assignment extension:

- a. Before 6 January 2006 and the prospective (new) period of active duty is 140 or more days then BAH/OHA would start on the modification date.
- b. On or after 6 January 2006 and the prospective (new) active duty period is 31 or more days then BAH/OHA would start on the modification date.

*Do not add periods of active duty previously served to obtain the 140/31 day requirement* (Tables U10E-16 and U10E-17 and par. U10428-D).

2. Active Duty Tour Begins 6 January 2006 or Later. An RC member called/ordered to active duty for 30 or fewer days is authorized the RC rate (BAH-RC), except for contingency operations as provided in par. U10428-B. Effective 6 January 2006, a member called/ordered to active duty for more than 30 days, except a member without-dependent during initial entry training, is authorized BAH/OHA. An RC member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA on the modification date. *Do not add periods of active duty previously served to obtain the more than 30-day requirement* (Tables U10E-16 and U10E-17 and par. U10428-D).

**NOTE:** *Par. U10416-D for the rate for a member in accession pipeline travel.*

B. Contingency Operations. An RC member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the RC member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty and a PCS order is not issued, BAH/OHA rate is based (paid) on the primary residence location at the time called/ordered to active duty.

C. Member Married to Member. Unless par. U10428-B above applies, an RC member married to another member on active duty, without dependents, not assigned to GOV'T QTRS, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such an RC member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependent rate. If such a member has dependents, BAH/OHA is paid as for an active duty member.

#### D. Location Rate – Called to Active Duty/ADT on/after 6 January 2006

1. Called/Ordered to Active Duty for More Than 30 Days on/after 6 January 2006. An RC member called/ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate continues for the tour duration except as noted below.

- a. Called/Ordered to ADT for 140 or More Days. Except as provided in par. U10428-D2 the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the member is not authorized HHG transportation because duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW par. U2146-B, the member continues to receive BAH/OHA based on the member's primary residence (at the time called/ordered to active duty).

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U10428-D2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. An RC member called/ordered to active-duty-for-other-than-training for more than 180 days:

(1) At one or more locations outside the local commuting distance of the member's primary residence location, (at the time called/ordered to active duty) and the duty is not for more than 180 consecutive days at one location, or

\* (2) At a location other than the member's primary residence location (at the time called/ordered to active duty) but authorized TDY allowances IAW par. U7150-F2b(2), or

(3) At a location to which the member commutes from the member's primary residence (at the time called/ordered to active duty), or

(4) At an OCONUS location for a prospective period of less than 12 months,

and not authorized PCS HHG transportation IAW Ch 5, Part D, continues to receive primary residence-based BAH/OHA.

HHG transportation under a TDY order IAW Chapter 4, Part H, does not affect this housing allowance authority. Par. U10414 for a possible FSH allowance if the RC member is assigned PCS OCONUS.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

#### E. Location Rate – Called to Active Duty/ADT Before 6 January 2006

1. Called/Ordered to Active Duty for 139 or Fewer Days Before 6 January 2006. An RC member called/ordered to active duty (for other than a contingency) for 139 or fewer days is authorized BAH-RC beginning on the first active duty day and the rate continues for the tour duration unless the duty is in support of a contingency operation (par. U10428-E3) or an extension changes the rate (par. U10428-A1).

2. Called/Ordered to Active Duty for 140 or More Days Before 6 January 2006. An RC member, called/ordered to active duty (for other than a contingency) for 140 or more days, is authorized BAH/OHA for the location from which called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for PDS location-BAH/OHA begins on the day the member reports at the duty location. A member called/ordered to ADT,

for 140 or more days at one location, is authorized BAH/OHA in the same manner as a member already on active duty. Before 6 January 2006, the PDS for BAH purposes for a member of the Army National Guard, the Air National Guard, or an RC of any of the Uniformed Services on active duty for training was the place at which the training duty is performed.

b. Called/Ordered to Active-Duty-for-Other-Than-Training for 140 or More Days but Fewer Than 181 Days and Not Authorized PCS HHG Transportation. Except as provided in par. U10428-E2c, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for BAH/OHA for the PDS location begins on the day the member reports at that location. Before 6 January 2006, the PDS for BAH purposes for an RC member ordered to active duty (other than training and for whom no PCS order was issued) was the member's monthly drill/training location. The PDS for an RC member who has no monthly drill/training station (i.e., some individual mobilization augmentees, a Standby RC member, a retired RC member, and an IRR) was the place from which called/ordered to active duty.

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U10428-E2d, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for PDS location-based BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized PCS HHG Transportation. Except when PCS HHG transportation is authorized, an RC member called/ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's primary residence (at the time called/ordered to active duty) receives BAH/OHA as prescribed in par. U10428-E2b.

HHG transportation under a TDY order IAW Ch 4, Part H, does not affect this authorization. BAH/OHA authorization begins on the day the member is authorized a housing allowance.

3. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the duty location rate would apply on the day the member reports to the PDS. A member without dependents on duty in support of a contingency is authorized primary residence-based BAH/OHA if the member continues to pay rent or owns a residence at the primary place of residence even if the member is assigned or occupies GOV'T QTRS suitable and adequate for the member's grade at the duty location provided a PCS order has not been issued.

F. Decision Logic Tables

**RESERVE COMPONENT MEMBER**  
**Called/Ordered to AD/ADT on or after 6 January 2006**

| <b>Table U10E-16</b>       |  |  |   |  |
|----------------------------|--|--|---|--|
| <b>R<br/>U<br/>L<br/>E</b> | <b>If member is<br/>(<u>NOTES 1</u> and <u>2</u>)</b>  | <b>PCS HHG<br/>Transport<br/>Authorized</b>        | <b>Duty in<br/>Support of<br/>Contingency<br/>Operation</b> | <b>Then<br/>(<u>NOTE 3</u>)</b>  |
| <b>1</b>                   | Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days  | No   | No  | Start primary residence-based BAH/OHA at the time called/ordered to active duty for training beginning on first active duty day.   |
| <b>2</b>                   | Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days   | No   | No  | Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.  |
| <b>3</b>                   | Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days  | Yes  | No  | Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the member reports to PDS ( <u>NOTE 4</u> ). |
| <b>4</b>                   |  | Yes  | Yes   | Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS ( <u>NOTE 4</u> ).     |
| <b>5</b>                   |  | No   | No  | Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.  |
| <b>6</b>                   |  | No   | Yes   | Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.  |
| <b>7</b>                   |  | Called/Ordered to Active Duty for 30 or fewer Days | No  | No   |
| <b>8</b>                   | Called/Ordered to Active Duty for 30 or fewer Days   | No   | Yes   | Start primary residence-based BAH/OHA at time called/ordered to active duty beginning on first active duty day.  |
| <b>9</b>                   | Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DoDD 1241.01 ( <u>NOTE 5</u> ) |  |   | Start primary residence-based BAH/OHA beginning on the date the member becomes entitled to incapacitation pay ( <u>NOTE 6</u> ).   |

**NOTES:**

1. A DoD retired member ordered to active duty is authorized the same housing allowances as an RC member.
2. If the RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorizations. If the prospective new period is more than 30 days, BAH-RC would stop the day before the amendment/modification and primary residence-based BAH/OHA would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or primary residence-based BAH/OHA would stop the day before the modification/amendment and PDS-based BAH/OHA would begin on the modification date.
3. A lease agreement or verifiable purchase price is required before OHA payment.
4. OHA/BAH is not authorized for a member assigned adequate (to member's grade and dependency status) GOV'T QTRS at the PDS.

5. The condition must be a result of an injury, illness, or disease incurred or aggravated In line of duty while performing:

a. Active duty;

b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).

6. BAH/OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. 37 USC §204(g) and (h), DoDD 1241.01 and DoDI 1241.2 for offsets.

**RESERVE COMPONENT MEMBER  
Called/Ordered to AD/ADT before 6 January 2006**

| Table U10E-17    |   |                                    |   |   |   |
|------------------|---|------------------------------------|---|---|---|
| R<br>U<br>L<br>E | If member is<br>( <u>NOTES 1 and 2</u> )  | PCS HHG<br>Transport<br>Authorized | Duty in<br>Support of<br>Contingency<br>Operation | Member Assigned<br>Single GOV'T<br>QTRS at Duty<br>Location | Then<br>( <u>NOTES 3, 4 and 5</u> )   |
| 1                | Called/Ordered<br>to Active Duty<br>for Fewer Than<br>140 Days before<br>6 January 2006   | No                                 | No  | Yes   | No Housing Allowances for member without dependents – other than Partial BAH except BAH-RC beginning on first active duty day through day before arrival at duty location.  |
| 2                |   |                                    |   |   | BAH-RC for member with dependents beginning on first active duty day.   |
| 3                |   | No                                 | Yes   |   | Primary residence-based BAH/OHA at time called/ordered to active duty for member with dependent beginning on first active duty day. 1 Primary residence-based BAH/OHA at time called/ordered to active duty for member without dependent if the member continues to maintain a primary residence either owned by the member or for which the member is responsible for rental payments. |
| 4                |   | No                                 | No  | No  | BAH-RC beginning on first active duty day.  |
| 5                | Called/Ordered<br>to Active Duty<br>for Training for<br>140 or More<br>Days or Other<br>Than Training<br>for More Than<br>180 Days before<br>6 January 2006 | Yes                                | No  | No  | Primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at duty location. PDS location-based BAH/OHA begins on the day member reports to duty location.  |
| 6                |   |                                    |   | Yes   | No Housing Allowances for member without dependent– other than Partial BAH except BAH/OHA based on the primary residence at the time called/ordered to active duty/active duty for training beginning on first active duty day through day before arrival at duty location.   |
| 7                |   |                                    |   | Yes   | Primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training for member with dependents beginning on first active duty day through the day before arrival day at duty location. PDS location-based BAH/OHA begins on the day member reports to duty location if QTRS are not adequate for dependents.   |
| 8                |   | Yes                                | Yes   | Yes   | No Housing Allowances for member without dependent– other than Partial BAH except BAH/OHA based on the primary residence at the time called/ordered to active duty/active duty for training beginning on first active duty day through day before arrival at duty location.   |

| Table U10E-17    |  |                                    |   |   |  |
|------------------|--|------------------------------------|---|---|--|
| R<br>U<br>L<br>E | If member is<br>( <i>NOTES 1 and 2</i> )   | PCS HHG<br>Transport<br>Authorized | Duty in<br>Support of<br>Contingency<br>Operation | Member Assigned<br>Single GOV'T<br>QTRS at Duty<br>Location | Then<br>( <i>NOTES 3, 4 and 5</i> )  |
| 9                | Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days  | Yes                                | Yes   | Yes   | BAH/OHA based on the primary residence at the time called/ordered to active duty/active duty for training for member with dependents beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to duty location if QTRS are not adequate for dependents.   |
| 10               |  | No                                 | No  | Yes   | No Housing Allowances for member without dependents – other than Partial BAH except BAH/OHA based on the primary residence at the time called/ordered to active duty beginning on first active duty day through day before arrival at duty location.   |
| 11               |  |                                    |   |   | BAH/OHA based on the primary residence at the time called/ordered to active duty for member with dependents beginning on first active duty day beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to the duty location if QTRS are not adequate for dependents.                                       |
| 12               |  | No                                 | Yes   | No  | BAH/OHA based on the primary residence at time called/ordered to active duty for member with dependents beginning on first active duty day.<br>BAH/OHA based on the primary residence at the time called/ordered to active duty for member without dependents if member continues to maintain a primary residence either owned by the member or for which the member is responsible for rental payments. |
| 13               |  | No                                 | No  |   | BAH/OHA based on the primary residence at the time called/ordered to active duty beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to the duty location if QTRS are not adequate for dependents.   |
| 14               | Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DoDD 1241.01 ( <i>NOTE 6</i> ) | No                                 | No  | No  | BAH/OHA based on the member's primary residence beginning on the date the member becomes entitled to incapacitation pay ( <i>NOTE 7</i> ).   |

**NOTES:**

1. A DoD retired member ordered to active duty is authorized the same housing allowances as an RC member.
2. An RC member who is called or ordered to active duty for more than 30 days and begins serving on active duty on or after 6 January 2006, to include a member whose service is extended on or after 6 January 2006, through an amended or modified order, and the member serves more than 30 days from the date the order is extended. Examples:

*Example 1: Member lives in Dallas, receives an order dated 15 November 2005 to begin active duty on 3 January 2006 for 45 days at Atlanta – member is subject to the old rules and gets BAH-RC.*

*Example 2: The same member in example 2 receives an order extending the active duty period by 15 days. Extension order is dated 20 January 2006 – still subject to old rules through 19 January but changes to new rules on 20 January (BAH-RC through 19 January 2006, Dallas based BAH starting 20 January 2006.*

*Example 3: Member lives in Dallas, receives an order dated 15 November 2005 to begin active duty for 50 days on 8 January 2006 in Naples, Italy – the member is under the new rules since active duty begins on or after 6 January 2006, also using the policy of basing the housing allowance on the location at which housing expenses are borne (member's primary residence), the member receives Dallas BAH starting 8 January 2006.*

3. OHA payment requires a lease agreement or verifiable purchase price.
4. A member whose only dependents are those for which the member is paying child support is authorized BAH-DIFF if assigned GOV'T QTRS at the duty location (par. U10030) or BAH/OHA with-dependent rate if not assigned GOV'T QTRS.
5. Before 6 January 2006, the PDS for BAH purposes for a member of the Army National Guard, the Air National Guard, or an RC of any of the Uniformed Services on active duty for training was the training duty location. Before 6 January 2006, the PDS for BAH purposes for an RC member ordered to active duty for other than training and for whom no PCS order was issued was the member's monthly drill/training location. The PDS for an RC member who has no monthly drill/training station (i.e., some individual mobilization augmentees, a Standby RC member, a retired RC member and IRRR) is the place from which called/ordered to active duty.
6. The condition must be a result of an injury, illness, or disease incurred or aggravated in line of duty while performing:
  - a. Active duty;
  - b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).
7. Authorization for a BAH/OHA rate for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. 37 USC §204(g) and (h), DoDD 1241.01 and DoDI 1241.2 for offsets).

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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.*

**ACADEMY, SERVICE** (*Uniformed Member Only*). The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

#### 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/index.htm>).

#### B. Common Carrier

##### 1. Other Than Economy-/Coach-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 any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. JFTR, par. U3125-B2a/JTR, par. C2204-B2a for first-class transportation authority.

b. Business-Class. Other than least expensive unrestricted economy/coach class accommodations 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 least expensive unrestricted 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-/coach-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 train's extra performance (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/Coach/Air Tourist.** A type available on commercial aircraft at rates lower than other than economy/coach class accommodations.
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.

**ACTIVE DUTY (Uniformed Member Only).** Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. **NOTE: A member is on active duty while in a travel status or while on authorized leave.**

**ACTIVE DUTY FOR TRAINING (Uniformed Member Only).** Full-time training duty in the active military service for the purpose of training a Ready Reserve member to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary Concerned.

**ACTUAL 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.

**ACTUAL RESIDENCE (Civilian Employee Only).** The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record." For a separating employee concluding an OCONUS assignment, the "actual residence" is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T (GSBCA 16265-RELO, 19 December 2003).

**ACTUAL SUBSISTENCE EXPENSES (Uniformed Member Only).** The same items as those included under Per Diem Allowance, **NOTE 2**.

**ADVANCED TRAVEL OF DEPENDENTS (Uniformed Member Only).** The movement of dependents based on a PCS order, but before member travel.

## 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.

**AGREEMENT** (*Civilian Employee Only*). A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel. *Also called a Service Agreement.*

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

**ANNUAL TRAINING DUTY** (*Uniformed Member Only*).

1. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.
2. Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements (i.e., operational support).
3. See DoD and Service regulations.

**APPROVE(D)**. The ratification or confirmation of an act already done.

**APPROVING OFFICIAL** (*Civilian Employee Only*). See **TRAVEL-APPROVING/DIRECTING OFFICIAL**.

**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 a 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.

**AUTHENTICATING OFFICIAL** (*Civilian Employee Only*). See **AUTHORIZING/ORDER-ISSUING OFFICIAL (AO)**.

**AUTHORIZE(D)**

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. 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 Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.
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.*

**BLANKET ORDER.** See **ORDER.**

**BREAK IN SERVICE (Civilian Employee Only).** A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (5 CFR §300.703 (2004)).

**BUSINESS-CLASS.** See **ACCOMMODATIONS.**

## **CALENDAR DAY**

1. The 24-hour period from one midnight to the next midnight.
2. The calendar day technically begins one second after midnight and ends at midnight.

**CAPACITY CONTROLLED CITY-PAIR AIRFARE.** See **CITY-PAIR AIRFARE.**

**CENTRALLY BILLED ACCOUNT (CBA).** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC).**

**CERTIFICATED AIR CARRIER.** See **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 ([Airfares \(City Pair Program\) http://www.gsa.gov/portal/category/27228](http://www.gsa.gov/portal/category/27228)). 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 city-pair 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.

**COMMANDANT'S PAROLE (*Uniformed Member Only*).** The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.

**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.

**COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*).** See **DEPENDENT, COMMAND SPONSORED.**

**COMMERCIAL POV STORAGE FACILITY (*Uniformed Member Only*).** Any commercial fee-for-service facility open to the public for daily/long-term storage of motor vehicles.

**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.

**COMMUTED RATE (*Civilian Employee Only*).** A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking,

crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See JTR, par. C5160-D4.

**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. Does not include regularly scheduled courses of instruction conducted at a GOV'T/commercial training facility.

**CONSECUTIVE OVERSEAS TOUR (COT) (*Uniformed Member Only*).** The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See **IN PLACE CONSECUTIVE OVERSEAS TOUR**.

**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 (CTO).** 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. Also called a Travel Management Center (TMC) under GSA's program.

**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 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](http://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>)

| <b>DOD BRANCH OF SERVICE</b>   | <b>DOD FIELD ACTIVITIES</b>                      | <b>DEFENSE AGENCIES</b>                   |                                     | <b>JOINT SERVICE SCHOOLS</b>                 |
|--|--|---|-------------------------------------|--|
| 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                          | Defense Contract Management               | Missile Defense Agency              | National Defense University                  |

|   | Field Activity                   | Agency                                 |   |  |
|---|----------------------------------|--|---|--|
| 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                  |  |

**DEPENDENT (Uniformed Member Only).** Defined by 37 USC §401.

***NOTE: Exception. For authorization purposes under JFTR***

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7115-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U5242-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);
3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (***Exception NOTES above.***)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;

7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;

8. For transportation authorized in JFTR, par. U5215-B,

a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;

b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances

authorized in these regulations when a “common law marriage” is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

Common-Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – “[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple.” (DoDFMR, Vol. 7B, Glossary)

For dependency determinations, Service PoCs are listed in JFTR, par. U10104-G3.

#### Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>  
GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>  
GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>  
GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>  
GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

**DEPENDENT/IMMEDIATE FAMILY (*Civilian Employee Only*)**. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** “Children” includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting school year completion by other children. 50 Comp. Gen. 220 (1970); 66 id. 497 (1987));;

**NOTE 1:** An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The

*grandchildren's parent was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April 2004).*

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

**NOTE 2:** *Generally, the individuals named in items 3 and 4 are the employee's dependents if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

**NOTE 3:** *ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7090-A for the purpose of transportation eligibility under that Act.*

**NOTE 4:** *With respect to emergency leave travel, JTR, par. C7365-D.*

**NOTE 5:** *Whether or not an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

*GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,*

*"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." *Black's Law Dictionary 986 (7th ed. 1999)*"; and,*

*As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.*

*The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1976; B-191316, 27 September 1978.*

*The burden of proof is on the claimant to establish the common law marriage. GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.*

*Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.*

**Pertinent GSBCA decisions**

**GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>**  
**GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>**  
**GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>**  
**GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>**  
**GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>**

**DEPENDENT, ACQUIRED (*Uniformed Member Only*)**. A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.

**DEPENDENT, COMMAND-SPONSORED (*Uniformed Member Only*)**

1. A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.
2. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the with-dependent rate.
4. See **DEPENDENT**

**DEPENDENT-RESTRICTED TOUR (*Uniformed Member Only*)**

1. A tour at any overseas PDS with an established tour that does not permit command-sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.
3. Also describes a tour at a PDS at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. DoDI 1315.18, par. E2.1.13.

**DESIGNATED PLACE**

**A. *UNIFORMED MEMBER***

1. Except as used in Ch 6 (Evacuation Allowances):
  - a. A place in a CONUS/non-foreign OCONUS area;
  - b. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
  - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, U5222-D1 or U5222-F3;

d. The OCONUS place in the old PDS vicinity at which dependents remain under the JFTR, par. U5222-F3, while a member serves a dependent-restricted/unaccompanied tour;

e. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5900, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.

2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at GOV'T expense.

3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

B. **CIVILIAN EMPLOYEE**. A place designated by the:

1. Commander concerned,
2. Commander's designated representative, or
3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE (Civilian Employee Only)**. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

**DETACHMENT (Uniformed Member Only)**. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

**DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES (Civilian Employee Only)**

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. **NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.**

#### DUTY STATION

A. **UNIFORMED MEMBER**. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
  - a. Appointment to regular Service from civilian life or an RC;
  - b. Being called to active duty or active duty for training for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
  - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;

4. The home of a member upon:

- a. Retirement;
- b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- c. Release from active duty;
- d. Discharge, resignation, or separation, all under honorable conditions; or
- e. Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

**DISCOUNT GOVERNMENT MEAL RATE (GMR)**. The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. See **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.

**EARLY RETURN OF DEPENDENT (Uniformed Member Only)**. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

#### **EFFECTIVE DATE OF PCS ORDER**

##### A. **UNIFORMED MEMBER**

1. For a member being separated/retired, the last day of active duty. See below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.

4. The following are examples of computing an order's effective date:

| <b>EXAMPLE 1</b>   |                                       |
|--|---------------------------------------|
| A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.  |                                       |
| 10 June  | Authorized and actual reporting date  |
| 3 June   | Less 7 days travel time actually used |
| 4 June   | Add 1 day                             |
| 4 June   | PCS order effective date              |
| <b>EXAMPLE 2</b>   |                                       |
| A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.                      |                                       |
| 10 June  | Authorized reporting date             |
| 9 June   | Actual reporting date                 |
| 8 June   | Less 1 day travel time                |
| 9 June   | Add 1 day                             |
| 9 June   | PCS order effective date              |
| <b>EXAMPLE 3</b>   |                                       |
| A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander. |                                       |
| 10 June  | Authorized reporting date             |
| 1 June   | Less 9 days travel time               |
| 2 June   | Add 1 day                             |
| 2 June   | PCS order effective date              |

B. **CIVILIAN EMPLOYEE.** The date an employee is required to commence travel to comply with a PCS travel order. In determining the effective date, authorized leave/TDY en route required by the travel authorization is excluded.

**EFFECTIVE DATE OF SEPARATION (Civilian Employee Only).** The date an employee is separated from Federal service.

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Civilian Employee Only).** The date an employee or new appointee reports for duty at a new or first PDS.

**EMERGENCY TRAVEL (Civilian Employee Only).** See **TRAVEL, EMERGENCY.**

**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.** See **NON-TEMPORARY STORAGE**.

**FAMILY.** See **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 provided meals 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.

\*An individual furnished subsistence obtained by contract is performing field duty when so declared by a competent official.

**FIRST-CLASS.** See **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.

**FOREIGN-BORN DEPENDENT (*Uniformed Member Only*).** A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign-born dependent spouse.

**FOREIGN SERVICE OF THE UNITED STATES (*Civilian Employee Only*).** The Foreign Service as constituted under the Foreign Service Act of 1980.

**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.

**FUND-APPROVING OFFICIAL (*Civilian Employee Only*).** One who provides the accounting data for authorized/approved travel orders or order amendments.

**FUNDING ACTIVITY (*Civilian Employee Only*).** The command or organization whose funds pay for the travel.

## **GEOGRAPHICAL LOCALITY**

1. The contiguous political area of a single country or a related island group in the same region.
2. 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 Hawaii and Alaska, and each U.S. territory or possession, are separate geographical localities.

3. 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**

##### **A. Includes:**

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use.
2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

##### **B. Does not Include:**

1. A GOV'T-owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (JFTR, par. U5320-D and JTR, par. C2203-D). 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-a8b) 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. A dining facility/mess established and operated primarily for enlisted members 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 (GMR)**

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.** See **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.** See **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. See **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)**

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.
3. A GTR obligates the GOV'T to pay for transportation services provided.
4. 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.
5. See **TRANSPORTATION REQUEST.**

**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**

1. 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.
2. 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.** Effective for travel by car ferry on/after:

1. 1 January 2005: \$51
2. 1 October 2005: \$64
3. 1 October 2009: \$71.

**HOME OF RECORD (HOR)** (*Uniformed Member Only*).

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

**HOME OF SELECTION (HOS)** (*Uniformed Member Only*). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JFTR, par. U5130-A1.

**HOUSEHOLD GOODS (HHG)**

A. **UNIFORMED MEMBER**

1. General. Items (except those listed in 2 and 3) associated with the home and all personal effects (*NOTE 1*) belonging to a member and dependents on the effective date (*NOTE 2*) of the member's order that legally may be accepted and transported by an authorized commercial transporter.
2. Weight Additive. See JFTR par. U5310-E for an article involving a weight additive.
3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR par. U5370-I1b or U5370-I2 applies.
4. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare POV parts, (e.g., car engine/transmission) not to exceed the member's administrative HHG weight allowance and a pickup tailgate when removed;

- c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
- d. Consumable goods for a member ordered to locations listed in APP F;
- e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
- f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
- g. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and
- i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
  - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
  - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
- e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition (B-130583, 8 May 1957);
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

B. **CIVILIAN EMPLOYEE** (FTR, §300-3.1)

1. General. Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
2. Weight Additive. See JTR, par. C5154-E for an article involving a weight additive.
3. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare parts for a POV, including automobile engine/transmission (GSBCA 14680-RELO, 17 September 1998), and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
  - d. Consumable goods for employees with PCS travel authorization to locations listed in APP F;
  - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
  - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
  - g. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
  - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
- e. HHG for resale, disposal or commercial use;
- f. Privately owned live ammunition (B-130583, 8 May 1957); and
- g. Boats (other than those in A6 above); and
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG.**

**HOUSEHOLD GOODS WEIGHT ADDITIVE**

- 1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
- 2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.
- 3. 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.

**HOUSE-HUNTING TRIP (HHT)** (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

**IMMEDIATE FAMILY** (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY**.

**INTERVIEWEE** (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

**INACTIVE DUTY TRAINING** (*Uniformed Member Only*)

1. Inactive duty that is:
  - a. Duty prescribed for an RC member by the Secretary Concerned, or
  - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

**NOTE 1:** *This term does not include work or study for a correspondence course of a uniformed service.*

**NOTE 2:** *For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.*

**INDIVIDUALLY BILLED ACCOUNT (IBA)**. See **GOVERNMENT TRAVEL CHARGE CARD**

**INVITATIONAL TRAVEL**. See **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.

**INITIAL ACTIVE DUTY TRAINING** (*Uniformed Member Only*). The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT)** (*Uniformed Member Only*)

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).

6. For USCG, See Service directives.

**KEY BILLET** (*Uniformed Member Only*)

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is
  - a. Joint Chiefs of Staff, USD(P&R), or
  - b. The Secretary Concerned.

**LAST DUTY STATION** (*Uniformed Member Only*). For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**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 IN KIND** (*Uniformed Member Only*). Lodgings provided by the GOV'T without cost to the member.

**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**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

**MILEAGE ALLOWANCE**

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2500.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the

circumstances.

3. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

### **MISCELLANEOUS CHARGE ORDER (MCO)**

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

**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 and JTR, par. C2203-D),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

### **MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
  - a. house trailer,
  - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member's/employee's dependents are part of the mobile home.

### **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605-B and 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-COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*).** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS)**

1. Long-term HHG storage in lieu of transportation.
2. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services.
3. Also referred to as Extended Storage.

**OCONUS**

A. Locations outside the continental U.S. (CONUS).

B. *Civilian Employee Only*. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

**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.** See *PERMANENT DUTY STATION*.

**OFFICER (*Uniformed Member Only*).** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER**

A. General. An order:

1. Is 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,
2. Provides the traveler information regarding what expenses will be paid,
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and
4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. 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 other than economy/coach class transportation and/or an AEA. *The Coast Guard allows AEA on a blanket order.*

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.

b. 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.

c. 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.

2. 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:

- a. Other than economy/coach class travel;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel received from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** See 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.** See OCONUS.

**PER DIEM ALLOWANCE**

A. General. The per diem allowance (subsistence allowance):

- 1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
- 2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
- 3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.

2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:

a. Is ***not*** covered in the locality per diem lodging ceiling, but

b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.

2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but

2. ***Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.***

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.

a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);

b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;

2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;

3. Laundry/dry-cleaning, and/or pressing of clothing when travel is to an ***OCONUS location***;

4. Telegrams and telephone calls necessary to reserve lodging;

5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;

6. Potable water and ice (28 Comp. Gen. 627 (1949));

7. Tax and service charges on any of the expenses in items 2.;

8. Tax and service charges for meals or any of the expenses listed in item F.; and
9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account.

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
  - a. 4 consecutive nights for a **Uniformed Member**, and up to an average of \$2 per day; or
  - b. 7 consecutive nights for a **Civilian Employee**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is *not a reimbursable expense* for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

**PER DIEM, REDUCED.** See **REDUCED PER DIEM.**

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC).**

- A. General. 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 Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations.
- B. Purpose. 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.

**PERMANENT CHANGE OF STATION (PCS)**

- A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.
- B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:
  1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
  2. A change in the home port of a ship or mobile unit;
  3. Change from home or from the PLEAD to the first PDS upon:
    - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;

- b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2146 for exceptions) for 20 or more weeks;
- c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. Enlistment or induction into the Service (regular or during emergency); and
- e. Change from the last PDS to home upon:
  - (1) Discharge, resignation, or separation from the Service under honorable conditions;
  - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
  - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
  - (4) Retirement; and
  - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS).** Also called **OFFICIAL STATION.**

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

2. Geographic Limits. The PDS geographic limits are:

a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For an invitational traveler:

- (1) The corporate limits of the city or town in which the home or principal place of business is located; or
- (2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in

Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under JFTR, par. U2146. See JFTR, par. U2146 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a member at the time of:

- (1) Appointment to regular Service from civilian life or from an RC;
- (2) Being called to active duty (including for training) for 20 or more weeks;
- (3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or

d. Enlistment or induction into the Service (regular or during emergency); or

e. Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

- (1) Retirement;
- (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- (3) Release from active duty;
- (4) Discharge, resignation, or separation, all under honorable conditions; or
- (5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes

other than PCS travel allowances, a PDS is defined as:

1. For an employee:

a. The corporate limits of the city or town in which stationed, or;

b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

2. For an invitational traveler:

a. The corporate limits of the city or town in which the home or principal place of business is located, or

b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C., mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

### PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER.** PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE.** First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

### PLACE FROM WHICH CALLED/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.** See 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.** See TERRITORIES AND POSSESSIONS OF THE UNITED STATES.

**POST OF DUTY.** *PDS* An OCONUS PDS.

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (*GSBCA 14680-RELO, 17 September 1998*), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

**UNIFORMED MEMBER:**

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

**PREMIUM-CLASS (OTHER THAN ECONOMY-/COACH-CLASS).** See 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)

1. 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.
2. 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 and JTR, par. C2102-B.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

### PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

#### B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
  - a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
  - b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

### PRIVATIZED HOUSING

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of 10 USC §§2871-2885.
2. Privatized housing *is not*:
  - a. GOV'T QTRS,
  - b. GOV'T-controlled QTRS, nor

- c. Private sector housing.

**PROCEED TIME** (*Uniformed Member Only*). A period of time that a member is authorized, by Service regulations, to delay in the execution of a order.

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)**

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,
2. Sports equipment; and
3. Office furniture,
4. Household furniture,
5. Shop fixtures,
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

C. MEMBER OR EMPLOYEE

1. General. PBP&E includes 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).

2. The following items are PBP&E:

- a. Reference material;
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. 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;
- \*d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), <http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf> ;
- e. Individually owned or specially issued field clothing and equipment;
- f. 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
- g. 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).
- h. 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.

D. MEMBER'S DEPENDENT SPOUSE

1. General

- a. This is *not* applicable to an *employee's* dependent spouse.
- b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

- a. Reference material,
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
- d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

**PROPORTIONAL MEAL RATE.** The average of the standard GOV'T meal rate and the meals portion of the applicable M&IE rate, 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.

**RENEWAL AGREEMENT TRAVEL (RAT)** (*Civilian Employee Only*)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See JTR, Ch 5, Part K, for eligibility and limitations.
3. See **PERMANENT DUTY TRAVEL**.

**REPEAT ORDER** (*Uniformed Member Only*). See **ORDER**.

**RESERVE COMPONENT.** The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Lodgings that are not hotel or hotel-like accommodations.

## SECRETARIAL PROCESS

A. **UNIFORMED MEMBER**. Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under JFTR, par. U1010-B.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:

- a. Secretary of a Military Department,
- b. Director of a Defense Component,
- c. Director, Administration & Management for:
  - (1) Office of the Secretary of Defense,
  - (2) Washington Headquarters Services,
  - (3) Organization of the Joint Chiefs of Staff,
  - (4) Uniformed Services University of the Health Sciences,
  - (5) U.S. Court of Military Appeals, and
- d. Designated representative for any of the above.

2. The Secretarial Process(es) is/are in administrative and/or procedural directives issued under JTR, par. C1002.

## SECRETARY CONCERNED

A. As defined in 37 USC. §101(5), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. 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;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

**SEPARATE DEPARTMENT** (**Civilian Employee Only**). See Different/Separate Departments and Agencies.

**SEPARATED FROM THE SERVICE** (*Uniformed Member Only*). Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SEPARATION TRAVEL** (*Civilian Employee Only*). See **PERMANENT DUTY TRAVEL**.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS** (*Uniformed Member Only*). Cost of maid service and fee for electricity.

**SERVICES**. See **UNIFORMED SERVICES**.

## **SHORT DISTANCE MOVE**

### A. **UNIFORMED MEMBER**

1. A move:

- a. Involving HHG drayage or shipment for a short distance between residences;
- b. To or from a NTS facility in the member's PDS area;
- c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. **CIVILIAN EMPLOYEE**. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV**. See **POV, SPARE PARTS**.

**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 CONUS PER DIEM RATE**. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>), and
2. All CONUS locations when PDT is involved.

## **STANDARD GOVERNMENT MEAL RATE (GMR)**

1. The daily rate paid for meals in a GOV'T DINING FACILITY/ MESS including the operating cost.
2. See **GOVERNMENT MEAL RATE** for current rates.

## STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

## SUBSISTENCE EXPENSES (*Civilian Employee Only*). PER DIEM ALLOWANCE.

**SUBSISTING OUT** (*Uniformed Member Only*). The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEACHER** (*Civilian Employee Only*). A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS)** (*Civilian Employee Only*). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

## TEMPORARY DUTY (TDY)

### A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
  - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
  - d. Special Circumstances Travel. See JFTR, Ch 7.

### B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or,

pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. There are four types of TDY travel:

- a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
- b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
- c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
- d. Special Circumstances Travel. See JTR, Ch 7.

**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

1. 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.
2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.
3. *Does not* include:
  - a. Facilities used primarily for rest and recuperation purposes, or
  - b. Unaccompanied officer and enlisted QTRS.

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT**.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. 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](http://www.saipan.com)).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam

6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

**TERRITORY OF THE UNITED STATES**

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**.

**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 and 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

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by 37 USC §554, or 5 USC §5564.
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

**TRANSPORTATION REQUEST.** A written GOV'T request (including a GTR) 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.

**TRANSPORTATION, USUAL MODE OF** (*Civilian Employee Only*). A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** 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 JFTR and JTR. 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 orders.

**TRAVEL AUTHORIZATION/ORDER.** See **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, EMERGENCY** (*Civilian Employee Only*). Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

## TRAVEL, INVITATIONAL

1. 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.
2. 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.
3. 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 in APP E2-A2m for spouse invitational travel.

**TRAVEL MANAGEMENT CENTER (TMC).**

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.
2. See **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, and an electronic system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL**

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
  - a. Within/n the vicinity of a PDS;
  - b. To/from the actual residence to, from, or between PDSs; and
  - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
  - a. And delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business..
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER. See ORDER.**

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

**TRAVEL-REQUESTING OFFICIAL (Civilian Employee Only).**

1. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

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

**UNACCOMPANIED MEMBER (*Uniformed Member Only*).** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR (*Uniformed Member Only*)**

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).
3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour (DoDI 1315.18, par. E2.1.50).

**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.

**UNUSUALLY ARDUOUS SEA DUTY (*Uniformed Member Only*).** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

**UPON SEPARATION FROM FEDERAL SERVICE (*Civilian Employee Only*).** All dates following the date an employee is separated from Federal Service.

**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.** See **U.S.-CERTIFICATED AIR CARRIER.**

**U.S. INSTALLATION**

1. 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.

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

**YEARS OF SERVICE** (*Uniformed Member Only*). Any service authorized to be credited in computation of basic pay under 37 USC §205.

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**APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)**

**PART 2: ACRONYMS (JFTR/JTR)**

(C) means applicable only to JTR (U) means applicable only to JFTR

| <u>Acronym</u> | <u>Meaning</u>  |
|----------------|---|
| 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  |
| BCBA           | Civilian Board of Contract Appeals  |
| CFR            | Code of Federal Regulations   |
| *COCOM         | Combatant Command   |
| 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   |

| <u>Acronym</u> | <u>Meaning</u>   |
|----------------|--|
| DPM            | Direct Procurement Method  |
| 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            | Individually Billed Government Travel Charge Card Account. <b><i>NOTE: Does not apply to any other form of personal credit card.</i></b> |
| 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   |

| <u>Acronym</u> | <u>Meaning</u>   |
|----------------|--|
| JTR            | Joint Travel Regulations   |
| LPDCI          | Living Pattern Data Collection Instrument ( <i>U</i> )                           |
| LPQ            | Living Pattern Questionnaire ( <i>U</i> )  |
| LPS            | Living Pattern Survey ( <i>U</i> )   |
| LWOP           | Leave Without Pay ( <i>C</i> )   |
| M&IE           | Meals and Incidental Expenses  |
| MALT           | Monetary Allowance in Lieu of Transportation                                     |
| MALT PLUS      | Monetary Allowance in Lieu of Transportation Plus Flat Per Diem                  |
| MAP            | Military Advisory Panel  |
| *MARS          | Military Auxiliary Radio System  |
| MCO            | Miscellaneous Charge Order   |
| MEA            | Miscellaneous Expense Allowance ( <i>C</i> )                                     |
| MHA            | Military Housing Area ( <i>U</i> )   |
| MIA            | Missing in Action  |
| MIHA           | Move-in Housing Allowance ( <i>U</i> )   |
| MILAIR         | Military Aircraft  |
| MSC            | Military Sealift Command ( <i>C</i> )  |
| NIST           | National Institute of Standards and Technology ( <i>C</i> )                      |
| NOAA           | National Oceanic and Atmospheric Administration ( <i>same as USNOAA</i> )        |
| NTE            | Not to exceed  |
| NTS            | Non-temporary Storage ( <i>also referred to as Extended Storage</i> )            |
| OC&IE          | Organizational Clothing & Individual Equipment                                   |
| OCONUS         | Outside the Continental United States  |
| OHA            | Overseas Housing Allowance ( <i>U</i> )  |
| OMB            | Office of Management and Budget  |
| OPM            | Office of Personnel Management   |
| OSD            | Office of the Secretary of Defense   |
| PBP&E          | Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> ) |
| PCS            | Permanent Change of Station  |
| PDS            | Permanent Duty Station   |
| PDT            | Permanent Duty Travel  |
| PDTATAC        | Per Diem, Travel and Transportation Allowance Committee                          |
| PDUSD (P&R)    | Principal Deputy Under Secretary of Defense (Personnel & Readiness)              |
| PEB            | Physical Evaluation Board ( <i>U</i> )   |
| PHS            | Public Health Service ( <i>same as USPHS</i> )                                   |
| PLEAD          | Place from Which Entered (or Called) to Active Duty ( <i>U</i> )                 |
| PMR            | Proportional Meal Rate   |
| POA            | Privately Owned Automobile   |
| POC            | Privately Owned Conveyance   |
| PoC            | Point of Contact   |
| POD            | Port of Debarkation  |
| POE            | Port of Embarkation  |
| POV            | Privately Owned Vehicle  |
| POW            | Prisoner of War  |
| PRO-Gear       | Professional Gear ( <i>also referred to as PBP&amp;E</i> )                       |
| QTRS           | Quarters   |
| R&R            | Rest and Recuperative Leave  |
| RAT            | Renewal Agreement Travel ( <i>C</i> )  |
| RC             | Reserve Component  |
| RDD            | Required Delivery Date ( <i>U</i> )  |
| RIT            | Relocation Income Tax ( <i>C</i> )   |
| RPDCI          | Retail Price Data Collection Instrument ( <i>U</i> )                             |
| SDDC           | (Military) Surface Deployment and Distribution Command                           |
| SEA            | Subsistence Expense Allowance ( <i>C</i> )                                       |
| SECDEF         | Secretary of Defense   |

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| <u>Acronym</u> | <u>Meaning</u>  |
|----------------|---|
| SES            | Senior Executive Service ( <i>C</i> )   |
| SIT            | Storage in Transit  |
| SMA            | Separate Maintenance Allowance ( <i>C</i> )   |
| SR&R           | Special Rest and Recuperative Absence ( <i>U</i> )  |
| SROTC          | Senior Reserve Officers' Training Corps   |
| SSN            | Social Security Number  |
| TAD            | Temporary Assigned Duty ( <i>same as TDY</i> )  |
| TCS            | Temporary Change of Station ( <i>C</i> )  |
| TDRL           | Temporary Disability Retired List ( <i>U</i> )  |
| TDY            | Temporary Duty  |
| TEMDU          | Temporary Duty ( <i>same as TDY</i> )   |
| TEMDUINS       | Temporary Duty Under Instruction ( <i>same as TDY</i> )   |
| TLA            | Temporary Lodging Allowance – OCONUS ( <i>U</i> )   |
| TLE            | Temporary Lodging Expense – CONUS ( <i>U</i> )  |
| TMC            | Travel Management Center ( <i>same as CTO</i> )   |
| TMS            | Travel Management System  |
| TQSA           | Temporary Quarters Subsistence Allowance ( <i>C</i> )   |
| TQSE           | Temporary Quarters Subsistence Expenses ( <i>C</i> )  |
| TQSE(AE)       | Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses ( <i>C</i> )   |
| TQSE(F)        | Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses ( <i>C</i> )   |
| UB             | Unaccompanied Baggage   |
| UN             | United Nations  |
| U.S.           | United States   |
| USC            | United States Code  |
| USNOAA         | United States National Oceanic and Atmospheric Administration ( <i>same as NOAA</i> )   |
| USPHS          | United States Public Health Service ( <i>same as PHS</i> )  |
| USSM           | Under Secretary of State for Management ( <i>C</i> )  |
| UTD            | Uniformed Travel Determination ( <i>U</i> )   |
| VA             | Department of Veterans Affairs ( <i>C</i> )   |
| VAMC           | Veterans Affairs Medical Center ( <i>U</i> )  |
| VPC            | Vehicle Processing Center   |
| WAE            | When Actually Employed ( <i>C</i> )   |
| YCA            | Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2. |

**PART 1: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES**

A. Uniformed Service Member

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

B. Civilian Employee

1. A civilian employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.).
2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.
3. This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156-A.
4. In no event may the total weight of HHG transported and/or stored at GOV'T expense exceed 18,000 pounds.
5. The 18,000 pounds includes the weight of HHG transported at GOV'T expense, consumable goods shipments, and the weight of HHG stored.

C. Increased Consumable Goods Weight Allowance Request. Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for action. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

**D. Authorized Locations**

Afghanistan, Kabul  
Albania, Tirana  
Algeria, Algiers  
Angola, Luanda  
Armenia, Yerevan  
Azerbaijan, Baku  
Bangladesh, Dhaka  
Belarus, Minsk  
Benin, Cotonou  
Bolivia, La Paz  
Bosnia & Herzegovina, Federation of  
Botswana  
Bulgaria, Sofia  
Burkina Faso, Ouagadougou  
Burma, Rangoon  
Burundi, Bujumbura  
Cambodia, Phnom Penh  
Cameroon, Yaounde  
Cape Verde, Praia  
Central African Republic, Bangui  
Chad, N'Djamena  
China, Beijing  
China, Chengdu  
China, Guangzhou  
China, Shanghai  
China, Shenyang  
Congo, Democratic Republic of the, Brazzaville  
Congo, Democratic Republic of the, Kinshasa  
Cote d'Ivoire, Abidjan  
Cuba, Havana  
Cyprus, Nicosia  
Djibouti  
East Timor  
Ecuador, Quito  
Equatorial Guinea, Malabo  
Eritrea, Asmara  
Estonia  
Ethiopia, Addis Ababa  
Gabon, Libreville  
Georgia, Tbilisi  
Ghana, Accra  
Grenada, St. George's  
Guinea, Conakry  
Guyana, Georgetown  
Haiti  
India, Calcutta  
India, Chennai  
India, Mumbai  
India, New Delhi  
Indonesia  
Ivory Coast (See Cote d'Ivoire)  
Kazakhstan, Almaty (Alma-Ata)  
Kazakhstan, Astana (Aqmola)  
Kenya  
Kyrgyzstan, Bishkek  
Kosovo, Pristina  
Laos  
Latvia, Riga  
Liberia, Monrovia  
Libya, Tripoli (*eff 10 Jan 2006*)  
Lithuania, Vilnius  
Macedonia, The Former Yugoslav Republic of, Skopje  
Madagascar, Antananarivo  
Malawi, Lilongwe  
Mali, Bamako  
Mauritania, Nouakchott  
Micronesia, Kolonia  
Mongolia, Ulaanbaatar  
Moldova  
Montenegro, Podgorica  
Mozambique, Maputo  
Nepal, Kathmandu  
Nicaragua, Managua  
Niger, Niamey  
Nigeria, Abuja  
Nigeria, Lagos  
Norway, Bodo  
Oman, Muscat  
Pakistan, Islamabad  
Pakistan, Quetta  
Philippines, Manila  
Poland, Warsaw  
Romania, Bucharest  
Russia, Moscow  
Russia, St. Petersburg  
Russia, Vladivostok  
Russia, Yekaterinburg  
Rwanda, Kigali  
Senegal  
Serbia, Belgrade  
Sierra Leone, Freetown  
Somalia, Mogadishu  
Sri Lanka, Colombo  
Sudan, Khartoum  
Suriname, Paramaribo  
Syria, Damascus  
Tajikistan, Dushanbe  
Tanzania, Dar es Salaam  
Togo, Lome  
Turkmenistan, Ashgabat  
Uganda, Kampala  
Ukraine, Kiev  
Uzbekistan, Tashkent  
\*Venezuela, Caracas  
Vietnam  
Yemen, Sanaa  
Zambia, Lusaka  
Zaire (See Congo)  
Zimbabwe

## SECTION 2C: FIRST-CLASS DECISION SUPPORT TOOL

*\*Since 1 March 2004, authorization/approval authority for other than economy-/coach-class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult service/agency written material for the current first-class AO.*

First-class accommodations requests.

Is the request for first-class accommodations because lower-class accommodations are not reasonably available (F1)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Are accommodations, other than first-class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

**Yes** - Would traveler arrive later than the **required** reporting time at the duty site?

**Yes** - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

**Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.**

**No** - First-class accommodations **may** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

**No** - Would the traveler be **required** to depart earlier than the traveler is scheduled to complete duty?

**Yes** - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

**Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.**

**No** - First-class **may** be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

Is the request for first-class accommodations because of medical reasons (F2)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first-class accommodations?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or a business-class seat or shorter flights) meet the traveler's requirements?

**Yes - First-class accommodations must not be authorized/approved.**

**No** - First-class accommodations **may** be authorized/approved.

Is the request for first-class accommodations due to exceptional security circumstances (F3)?

*No - First-class accommodations must not be authorized/approved.*

**Yes** - Would use of other than first-class accommodations entail danger to the traveler's life or Government property?

**Yes** - First-class accommodations *may* be authorized/approved.

**No** - Are travelers agents of protective details accompanying individuals authorized to use first-class accommodations?

**Yes** - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

*No - First-class accommodations must not be authorized/approved.*

**Yes** - First-class accommodations *may* be authorized/approved.

**No** - Are travelers, couriers or control officers accompanying controlled pouches or packages?

*No - First-class accommodations must not be authorized/approved.*

**Yes** - Can adequate security of the pouch or package be maintained in coach-or business-class?

*Yes - First-class accommodations must not be authorized/approved.*

**No** - First-class accommodations *may* be authorized/approved.

\*Is the request for first-class accommodations mission required (F4)?

*No - First-class accommodations must not be authorized/approved.*

**Yes** - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

**Yes** - First-class accommodations *may* be authorized/approved. *For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.*

**No** - Is the traveler a high-level invited guest?

**Yes** - First-class accommodations *may* be authorized/approved. *For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.*

**No** - Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal GOV'T officials?

**Yes** - First-class accommodations *may* be authorized/approved. *For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.*

*No - First-class accommodations must not be authorized/approved.*

Is the request for first-class accommodations that the regularly scheduled flights between the authorized origin and

destination (including connection points) provide only first-class accommodations (F5)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Has the transportation officer/agent documented that there are no other scheduled coach or business-class flights/seats?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations because a non-Federal source is paying (F6)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Does the non-Federal source want the traveler to use first-class accommodations and has the traveler met at least one of the other first-class accommodations criteria (F1 through F5)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Have the transportation services been paid in advance by a non-federal source?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations for a member/employee traveling in support of congressional travel? (FC)

***No - First-class accommodations must not be authorized/approved.***

**Yes** - An approval authority must sign a separate and distinct authorization form for issuance of an other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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### SECTION 3B: BUSINESS-CLASS DECISION SUPPORT TOOL

*\*Since 1 March 2004, authorization/approval authority for other than economy-/coach-class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business-class AOs.*

Business-class accommodations requests.

\*Is the request for business-class accommodations because there are no least expensive unrestricted economy-/coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B1)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes -** Is the mission so urgent that it cannot be postponed?

**No - Business-class accommodations must not be authorized/approved.**

**Yes -** Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

**Yes - Business-class accommodations must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.**

**No -** Business-class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations because of medical reasons (B2)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes -** Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business-class accommodations?

**No - Business-class accommodations must not be authorized/approved.**

**Yes -** Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

**Yes - Business-class accommodations must not authorized/approved.**

**No -** Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations due to exceptional security circumstances (B3)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes -** Would use of other than business-class accommodations entail danger to the traveler's life or Government property?

**Yes -** Business-class accommodations *may* be authorized/approved.

**No -** Are travelers agents of protective details accompanying individuals authorized to use business-class accommodations?

**Yes** - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Business-class accommodations *may* be authorized/approved.

**No** - Are travelers, couriers or control officers accompanying controlled pouches or packages?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Can adequate security of the pouch or package be maintained in coach-class?

*Yes - Business-class accommodations must not be authorized/approved.*

**No** - Business-class accommodations *may* be authorized/approved.

\*Is the request for business-class accommodations mission required (B4)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is travel in connection with Federal Advisory Committees (5 USC app. <http://www.usdoj.gov/04foia/facastat.pdf>)?

**Yes** - First-class accommodations *may* be authorized/approved. *For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.*

**No** - Is the traveler a high-level invited guest?

**Yes** - First-class accommodations *may* be authorized/approved. *For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.*

**No** - Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal GOV'T officials?

**Yes** - First-class accommodations *may* be authorized/approved. *For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.*

*No - First-class accommodations must not be authorized/approved.*

Is the request for business-class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations (B5)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Has the transportation officer/agent documented that no other scheduled coach-class flights are available?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because a non-Federal source is paying (B6)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the non-Federal source want the traveler to use business-class accommodations?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Have the transportation services been paid in advance by a non-federal source?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B7)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the aircraft have more than two cabins?

*No - Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.*

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because business-class accommodations would result in an overall savings to the Government (B8)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is there an actual cost-comparison showing the overall savings details?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the aircraft have more than two cabins?

*No - Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.*

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because the scheduled flight time is in excess of 14 hours (B9)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes more than 14 hours?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the traveler have to begin work immediately after arrival?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Can a rest period be scheduled en route or at the TDY site before starting work?

*Yes - Business-class accommodations must not be authorized/approved.*

**No** - Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

*Yes - Business-class accommodations for these types travel must not be authorized/approved.*

**No** - Business-class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations for a member/employee traveling in support of congressional travel? (BC)

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - An approval authority must sign a separate and distinct authorization form for issuance of a business-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

*This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. Please consult JFTR/JTR, Chapters 1-4 for further details.*

#### T4000 INTRODUCTION

A. Application. In this APP:

1. Except where differences are identified, the allowances and responsibilities apply equally to a uniformed member and a DoD civilian employee and any other non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD; and
2. "Authorizing official" or "AO" means the individual who:
  - a. Controls the mission,
  - b. Authorizes the trip, and,
  - c. Controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP:

1. Is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DoD civilian employee and any non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD;
2. Covers individual:
  - a. travel for business,
  - b. travel for schoolhouse training,
  - c. deployment or personnel traveling together via no/limited reimbursement, and,
  - d. certain travel under special circumstances.
3. Is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this APP, contains provisions for travel of:

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

D. PCS Move Travel. *TDY, performed as part of a PCS move (i.e., TDY en route), is not paid through DTS.*

E. Invitational Travel Authorizations. JFTR/JTR, APP E.

F. Evacuations. JFTR/JTR, Ch 6.

#### **T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS**

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations contained in the JFTR/JTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

#### **T4010 REIMBURSEMENT RATE**

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2510. Per diem rates by location showing the lodging, meals and IE components are provided by the PDTATAC (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

#### **T4020 TDY TRAVEL POLICY**

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

#### **B. Traveler Rights and Responsibilities**

1. A traveler must follow the policies and procedures in the JFTR/JTR, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.

3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO or in-house travel arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement,

b. Must use economy/coach-class for all official GOV'T funded travel, unless other than economy/coach class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:

(1) Medical reasons - JFTR, par. U2000-A2c/JTR, par. C2000-A2c, or

(2) Mission requirement - TDY mission timing requires other than economy/coach class. When other than economy/coach class TDY transportation is authorized/approved because the mission timing is

- “so urgent it cannot be postponed,” other than economy/coach class travel should only be authorized on the way to the TDY site. Economy/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. *JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.*
- c. Must *not* use foreign flag transportation, even if U.S.-certificated air flag carrier fares are higher,
  - d. Who uses other than economy/coach class or a foreign flag transportation presumably at GOV'T expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (T4020-B9 for non-reimbursable expenses), and
  - e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the GOV'T would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
9. Non-Reimbursable Expenses
- a. General. The JFTR/JTR addresses “reimbursable” allowances funded by the GOV'T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV'T cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization or approval. Pars. T4020-B9b through T4020-B9d provide clarification.
  - b. Promotional Materials/Benefits
    - (1) A traveler on official business traveling at GOV'T expense AGENCY (APP A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
    - (2) The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost. Examples include vendor-provided complimentary upgrades to rooms or transportation accommodations and upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.

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

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

c. Seat Relinquishing

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

(2) Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the GOV'T (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/Agency directives.

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

10. Each traveler must be treated as honest, responsible customers, and must follow the rules in the JFTR/JTR. The DoDFMR, Vol. 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

#### 1. Mandatory Policy

*\*a. It is DoD mandatory policy that each traveler uses an available CTO to arrange official travel, including transportation and rental cars. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach class tickets purchased at GOV'T expense to a traveler without prior proper authority (pars. C2204, C2205, and C2208 for exceptions).*

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

***NOTE: This does not establish the \_CA as the basis for POLICY-CONSTRUCTED AIRFARE – that remains the YCA airfare.***

2. Service Regulations. DoD COMPONENT/Service regulations addresses CTO use.

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

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

b. Action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO to issue a YCA airfare when there is a \_CA airfare available that meets mission needs. (CBCA 1511-TRAV, 7 May 2009.)

c. Disciplinary action for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed.)

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (par. T4025-C).

#### B. Requirements

1. When making travel arrangements, the traveler should use the following:

- a. Services available at a CTO, or
- b. In-house travel offices.

2. All travel arrangements must be made IAW:

- a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007 (<http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>);
- b. DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services (<http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf>); and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3125-C/JTR, par. C2204-C).

#### D. Transportation Reimbursement

1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY-CONSTRUCTED AIRFARE (APP A) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

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

#### T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (JFTR, par. U4326, ***NOTE 1***/JTR, par. C1060, ***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per TRANSCOM policy, when the CTO is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a reimbursable expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Chapter 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service written material for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <http://www.defensetravel.dod.mil/Rental/>. When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U3310-A1/JTR, par. C2150-item 8).

**NOTE:**

1. ***A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***
2. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***
3. ***Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website (<http://www.defensetravel.dod.mil>) and select Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one vendor listed that has a vehicle available for official GOV'T travel and this vendor should be used.***

#### D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as being to the GOV'T's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO-authorized transportation (e.g., commercial plane). In either case (to the GOV'T's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), JFTR, par. U2020/JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers and plane changes, exceeds 14 hours, and the traveler is not authorized first/business-class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to

the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized, but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare (YCA), not the capacity-controlled city-pair airfare (\_CA), if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY-CONSTRUCTED AIRFARE (APP A1) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U3320, U3410-A, U3415-D, U3420-A, and U3430/JTR, pars. C2101-A, C2102-E, C2103-A, C2104, C2105, and C2192.

#### **T4040 LIVING EXPENSES (PER DIEM)**

The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related reimbursable expenses (APP G) if the AO authorizes/approves them as appropriate to the mission.

##### **A. Lodging Overnight Required - Business Travel Standards**

###### **1. Sleeping**

- a. The cost estimate for lodging should include tax.
- b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., through the CTO) at (*not near*) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.
- c. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (*not near*) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (DOHA [Claims Case No. 2009-CL-080602.2](#), 7 July 2010).
- d. GOV'T QTRS availability/non-availability must be documented as indicated in par. U1045-C.
- e. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:
  - (1) when adequate GOV'T QTRS use is directed, and
  - (2) when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and
  - (3) the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).

2. *Per diem cannot be limited based on the presence of ‘nearby’ GOV’T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another ‘nearby’ U.S. INSTALLATION or other uniformed facility or elsewhere). The non-availability indicated in par. U1045-C is required only for GOV’T QTRS ‘on’ the U.S. INSTALLATION at which the member is assigned TDY.*

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

### 3. Civilian Employee

a. *An employee may not be ordered/required to use GOV’T QTRS, nor may the lodging reimbursement simply be limited to the GOV’T QTRS cost.*

b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV’T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION.

c. The proper authority under par. C4550-C may prescribe a reduced per diem rate based on the GOV’T QTRS cost and other considerations.

d. Reduced per diem rates can be established only before travel begins.

e. The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a [per diem rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT’s headquarters, and may not be re-delegated.

f. In the absence of a reduced or no per diem authorization on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a [different per diem rate](#) is without effect and the locality [per diem rates](#) are used.

g. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. ***NOTE 1*** (applicable to a civilian employee) following par. T4040-A9 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

### 4. Commercial Lodging Reimbursement

a. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum.

b. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging (300% x \$122 = \$366 - \$46 = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record.

c. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* ([47 Comp. Gen. 127 \(1967\)](#)) by

PDTATAC, or the Secretary Concerned (for a classified mission), and for *only a uniformed member*. JFTR, par. U4250. The traveler is financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

**NOTE 1:** *The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.*

**NOTE 2:** *The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

**NOTE 3:** *The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodgings are available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging location.*

#### 5. Lodging with a Friend or Relative

a. Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

b. Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. *The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.* [GSBCA 16836-RELO, 5 June 2006](#). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

**NOTE 1:** *If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply.* [GSBCA 14398-TRAV, 24 Feb 1998](#).

**NOTE 2:** *Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence.* [GSBCA 15600-TRAV, 7 March 2002](#).

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

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised);

utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

a. If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

b. A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (*57 Comp. Gen. 147 (1977)*). ***In no case may the total per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR, Ch 4, Part C/JTR, Ch 4, Part C) is authorized/approved. The provisions of JFTR, par. U4141/JTR, par. C4555-G do not apply when the residence is purchased.***

***NOTE: A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. GSCA 16699-TRAV, 17 August 2005.***

7. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost ([B-254626, 17 February 1994](#)).

8. On-Line Booking Tool. Despite any savings realized through online booking agents, subject to Service requirements the CTO should be used for lodging arrangements or the traveler should reserve a room directly with the hotel/chain. ***Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.***

8. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

| <b>Example</b> |                          |
|----------------|--------------------------|
| 1 Sep          | Depart PDS               |
| 1 Sep          | Arrive TDY A (\$50 M&IE) |
| 10 Sep         | Depart TDY A             |
| 10 Sep         | Arrive TDY B (\$60 M&IE) |
| 10 Sep         | Depart TDY B             |
| 10 Sep         | Arrive PDS               |

|  |
|--|
| Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep |
|--|

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A8c below.***

***NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A9). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.***

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates.

***NOTE 1: If all three meals are provided, only the IE for that day is payable.***

***NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.***

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5.00 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

9. **IE.** The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$5.00. The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated IE. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

***NOTE 1: Applicable to a civilian employee:***

***a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal***

*laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.*

*b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.*

**NOTE 2: Applicable to a uniformed member:**

*a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.*

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

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use and/or GOV'T dining facility/mess may not be directed for a civilian employee. Par. T4040-A13.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the IE amount, a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

**C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships.** Other reimbursable expenses (par. T4040-F and APP. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. Par. T4040-A13 if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must***

*never be done simply to save travel funds.*

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. Par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A8b (e.g., If a TDY traveler travels from one location in AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.***

#### 4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

c. ***Civilian Employee Only.*** In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.*** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at ***<http://www.defensetravel.dod.mil/perdiem/pdrates.html>.***

5. Contingency Operation Flat Rate Per Diem (uniformed member only). See par. U4105-I.

6. Joint Task Force Operations TDY Options

| <b>TABLE 1<br/>DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS</b> |  |                  |  |
|--|--|------------------|--|
| <b>Subsist Ashore</b>  |  |                  |  |
| <b>TDY OPTION</b>  | <b>SUBSISTENCE</b>   | <b>PER DIEM</b>  | <b>REMARKS</b>   |
| Business Travel  | Commercial Lodging and Commercial Meals  | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and Meals                                    |
|  | GOV'T Lodging and GOV'T Dining Facility/ Mess – Permanent U.S. INSTALLATION  | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals        |
|  | GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/ |
|  | GOV'T Lodging and Commercial Meals   | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and Meals                                    |
|  | Commercial Lodging and GOV'T Dining Facility/Mess (In AOR only)  | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals           |
| EUM  | GOV'T Lodging and Use of GOV'T Dining Facility/Mess is Essential for Training and Readiness Purposes                     | IE               | Civilian Employee Pays for GOV'T Meals at Full Meal Rate                               |
| Field Duty   | GOV'T Lodging, Dining Facility/Mess and Incidentals Provided   | None             | Civilian Employee pays for GOV'T Meals at Full Meal Rate                               |
| <b>Subsist Aboard U.S. GOV'T Ship 3/</b>                     |  |                  |  |
| TDY  | GOV'T Lodging and GOV'T Meals  | None             | Civilian Employee Pays for Meals   |

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – “Subsist Ashore” (above table) for order type and payment guidelines.

**NOTE:** For BAS DoDFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (JFTR, par. U3500/JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.
- c. JFTR, par. U3320/JTR, par. C2192 for travel to/from a transportation terminal.
- d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
- f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
- g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to

the PDS workplace.

- h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
- i. For distance determination JFTR, par. U2020/JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. *JFTR, par. U4510 for occasional meals authority.*

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.***

E. Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,
  - d. Drugstores,
  - e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

#### **T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))**

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. Par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a

retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (Par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
3. ADT (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

***Effective for travel that occurs 20 March 2008 through and including 31 December 2010***

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, ‘outside the local commuting distance’ is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Ready Reserve Select Reserve member (***and not just any*** RC member) must be:
  - a. Qualified in a skill designated as critically short by the Service Secretary;
  - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or
  - c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.
2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of \$300 for each round trip***.
  - a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***
  - b. Lodging and Meals. The actual cost of the member's lodging (including tax (***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

**NOTES:**

1. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.

2. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

H. Summary of Allowances for An RC Member1. Table 1 - Active Duty with Pay

| ACTIVE DUTY WITH PAY 1/  |  |   |
|--|--|---|
| Situation 2/   | Transportation 3/4/  | Per Diem  |
| Annual training duty 5/  | Par. T4030 applies.  | Not authorized if GOV'T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6/7/   |
| PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).                                   | Par. T4030 applies.  | Not authorized. 6/7/  |
| Pipeline Student--newly enlisted member undergoing training.   | Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030. | Not authorized if GOV'T QTRS & dining facility/mess available.  |
| Member commutes or AO determines member can commute.   | Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.   | Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits. |
| ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.                          | Par. T4030 applies.  | Par. T4040 applies.   |
| Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days. | Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.   | Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.  |

2. Table 2 - Active Duty without Pay

| ACTIVE DUTY WITHOUT PAY             |  |  |
|-------------------------------------|--|--|
| Situation 2/                        | Transportation 3/4/  | Per Diem   |
| Others performing duty without pay. | Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member. | Not authorized except occasional meals and/or QTRS may be authorized/ approved (par. T4040-C) for travel days only 8/. |

**FOOTNOTES FOR TABLES 1 AND 2**

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active

duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty Training with or without Pay

| <b>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/</b>  |   |                     |
|---|---|---------------------|
| <i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>                        |   |                     |
| <b>Situation</b>  | <b>Transportation</b>   | <b>Per Diem</b>     |
| Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4/ | May be authorized reimbursement under par. T4040-F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. | Not authorized.     |
| Travel from home/assigned unit to TDY Station.  | Par. T4030 applies limited to travel cost from the assigned unit.   | Par. T4040 applies. |
| Travel from a location other than home/assigned unit to TDY Station.  | Par. T4030 applies limited to travel cost from the assigned unit.   | Par. T4040 applies. |
| Travel from a location other than home/assigned unit to alternate site within the local commuting area.               | The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.  | Not authorized.     |
| RC Standby Reserve member voluntarily performing without pay.   | Not authorized.   | Not authorized.     |

**FOOTNOTES FOR TABLE 3**

1 For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2 TDY station is alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home for par. T4045.

3 An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

4 Par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

**T4050 TAKING A TYPICAL BUSINESS TRIP**

A. Before the Trip

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

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.
4. Travel Packet. The CTO updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO does not provide this service.
5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

#### B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll-free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. *A 'hotel' receipt from an online booking agent, that is not itemized, is not a lodging receipt.*

#### C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.
2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.
3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.
5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:
  - a. *Must safeguard issued paper tickets, carefully at all times;*
  - b. Must immediately report a lost/stolen paper ticket to the issuing CTO;
  - c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;
  - d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;

- e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and
- f. Must return unused paper tickets to the CTO. Unused electronic tickets must immediately be reported to the CTO for a refund. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

## T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

## B. What's Allowable and Not Allowable

### 1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

b. Options on city-pair flight use. APP P. ***Regulations applicable to the Contract city-pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2 ([http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)).***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JFTR, par. U3125-B4/JTR, par. C2004-B4, and must be recorded on the Trip Record.

### **NOTE:**

1. ***If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.***
2. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.***

3. *The 14-hour rule only (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip to the PDS, a business-class transportation authorization should not be provided.*

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

5. *When scheduling flights of 14 or more hours, the first choice is always to use economy/coach class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.*

***NOTE:*** Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DoD civilian employee, or their dependents. A Uniformed Service member, a DoD civilian employee, and their dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. T4060.

3. **Using U.S.-certificated Carriers.** Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and B-138942, 31 March 1981). JFTR, par. U3125-C/JTR, par. C2204-B. *U.S.-certificated carriers are not "available" if:*

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE:*** *The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.*

***NOTE 1:*** *The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (GSBCA 16632-RELO, 15 July 2005)).*

***NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.***

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***Contract fare travel must never be used for personal travel. JFTR/ JTR, APP P, Part 2, par. E.*** The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate (GSCBA 14554-TRAV, 18 August 1998).

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

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point.

Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A13e for more on reduced per diem for a civilian

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. Par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

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

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

## T4070 TDY GLOSSARY

**Must, Shall, Should, May, Can, Will.** The following definitions from DoD 5025.1-M apply:

| HELPING VERB | DEGREE OF RESTRICTION  |
|--------------|--|
| Must, shall  | Action is mandatory  |
| Should       | Action is required, unless justifiable reason exists for not taking action                   |
| May, can     | Action is optional   |
| Will         | Is not restrictive; applies only to a statement of future condition or an expression of time |

## PART 2: CONFERENCE ATTENDANCE

A. General. A DoD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DoD AGENCY which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations ([38 Comp. Gen. 800 \(1959\)](#) and [55 Id. 1332 \(1976\)](#)). This authority is independent of the training authority included in JTR, par. C4630 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal AGENCY at which a member's/DoD civilian employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DoD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DoD AGENCY'S functions or activities and attendance is in the member's/DoD civilian employee's official performance; and
4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part 1.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DoD AGENCY regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)).
3. Purpose. A Uniformed member and/or a DoD civilian employee may attend conferences at GOV'T expense to:
  - a. Further Service or DoD AGENCY programs;
  - b. Present scientific and technical papers which further the development of the U.S. resources; and
  - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DoD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Reimbursable Expenses

1. When Travel Is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165). Information should be included on the travel order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable [PMR](#) or TDY locality [M&IE rate](#) is paid

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DoD AGENCY. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DoD AGENCY sponsored conference/meeting must be identified. The total amount paid by the GOV'T for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Ch 4, Part C and/or JTR, Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

\*5. Conferences/Training at the PDS. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training ([39 Comp. Gen. 119 \(1959\)](#); and [B-244473, 13 January 1992](#)). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DoD AGENCY Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DoD AGENCY'S name (e.g., Defense Travel Management Office). ([31 Comp. Gen. 398 \(1952\)](#); [33 id. 126 \(1953\)](#)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee ([FTR §301-74.25](#))

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as

soon as a written order to attend the conference has been generated. When the authority to register early is oral, the written order must reference the oral authority for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from [FTR §301-74.26](#)). In any case in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for a reason beyond the traveler's control that is acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

I. Government Accountability Office Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the GAO Decision ([B-300826, 3 March 2005](#)) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision

Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An AGENCY hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host AGENCY to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an AGENCY, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an AGENCY policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect AGENCY counsels, as well as certifying officers, AGENCY auditors, and Inspectors General, to apply these criteria. To the extent that AGENCY officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, APP A, for the current GMR.

1. The PMR example uses the Standard CONUS M&IE rate of \$46 and the Standard GMR of \$10.80 to compute the PMR amount. The \$46 consists of \$41 for meals and \$5 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

***NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.***

|        |  |  |
|--------|--|--|
| Step 1 | Add the locality <u>meal rate</u> and <u>GMR</u>                 | \$41.00 + \$10.80 = \$51.80                      |
| Step 2 | Divide Step 1 total in half (rounded to the next highest dollar) | \$51.80 ÷ 2 = \$25.90<br>(Rounded up to \$26.00) |
| Step 3 | Add Step 2 total to the CONUS incidental expense rate            | \$26.00 + \$5.00 = \$31.00                       |
| Step 4 | Proportional Meal and Incidental Expense Rate                    | \$31.00  |

2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is \$55/night and GMR is \$10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of \$29.00 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JFTR, par. U4147/JTR, par. C4553-C2).***

| ITINERARY:     |   |                  |
|----------------|---|------------------|
| Day 1          | Depart Residence/Arrive TDY               |                  |
| Day 2          | TDY                                       |                  |
| Day 3          | Depart TDY/Arrive Residence               |                  |
| REIMBURSEMENT: |   |                  |
| Day            | Computation                               | Total            |
| Day 1          | \$55 + [(\$46 (M&IE) x 75 %) = \$34.50] = | \$ 89.50         |
| Day 2          | \$55 + \$26 (PMR) + \$5 IE =              | 86.00            |
| Day 3          | \$46 x 75% =                              | 34.50            |
| <b>TOTAL</b>   |   | <b>\$ 210.00</b> |

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  | COCOM    | Authorized Destination | Re-certification Due Date |
|---------------------------|----------|------------------------|---------------------------|
| *Albania, Tirana          | EUCOM    | Baltimore              | 28 Sep 2012               |
| Algeria, Algiers          | AFRICOM  | Dulles                 | 27 May 2012               |
| Angola, Luanda            | AFRICOM  | Dulles                 | 27 May 2012               |
| Argentina, Buenos Aires   | SOUTHCOM | Miami                  | 8 Nov 2011                |
| *Armenia, Yerevan         | EUCOM    | Baltimore              | 28 Sep 2012               |
| Australia                 |          |                        |                           |
| Alice Springs             | PACOM    | Honolulu               | 31 Dec 2010               |
| Learmouth (incl. Exmouth) | PACOM    | Perth                  | 31 Dec 2010               |
| *Azerbaijan, Baku         | EUCOM    | Baltimore              | 28 Sep 2012               |
| Bahrain, Manama           | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Bangladesh, Dhaka         | PACOM    | Honolulu               | 31 Dec 2010               |
| Barbados, Bridgetown      | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Belarus, Minsk            | EUCOM    | Baltimore              | <b>31 Jul 2009</b>        |
| Belize, Belmopan          | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Bolivia, La Paz           | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Bosnia, Sarajevo          | EUCOM    | Baltimore              | 31 Oct 2011               |
| Botswana, Gaborone        | AFRICOM  | Dulles                 | 27 May 2012               |
| Brazil                    |          |                        |                           |
| Brasilia                  | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Rio de Janeiro            | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Sao Paulo                 | SOUTHCOM | Miami                  | 8 Nov 2011                |
| *Bulgaria, Sofia          | EUCOM    | Baltimore              | 28 Sep 2012               |
| Burma (See Myanmar)       |          |                        |                           |
| Burundi, Bujumbura        | AFRICOM  | Dulles                 | 27 May 2012               |

| Authorized FEML Location                           | COCOM    | Authorized Destination | Re-certification Due Date |
|--|----------|------------------------|---------------------------|
| Cambodia, Phnom Penh                               | PACOM    | Honolulu               | 31 Dec 2010               |
| Cameroon, Yaounde                                  | AFRICOM  | Dulles                 | 27 May 2012               |
| Chad, N'djamena                                    | AFRICOM  | Dulles                 | 27 May 2012               |
| Chile, Santiago                                    | SOUTHCOM | Miami                  | 8 Nov 2011                |
| China, Beijing                                     | PACOM    | Honolulu               | 31 Dec 2010               |
| Colombia, Bogota                                   | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Costa Rica, San Jose                               | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Cote D'Ivoire, (formerly Ivory Coast), Abidjan     | AFRICOM  | Dulles                 | 27 May 2012               |
| *Croatia, Zagreb                                   | EUCOM    | Baltimore              | 28 Sep 2012               |
| Cuba   |          |                        |                           |
| Guantanamo Bay                                     | SOUTHCOM | Jacksonville           | 8 Nov 2011                |
| Havana<br><i>(for USCG uniformed members only)</i> | USCG     | Miami                  | 31 Jan 2012               |
| Cyprus, Nicosia                                    | EUCOM    | Baltimore              | 31 Oct 2011               |
| Democratic Republic of Congo, Kinshasa             | AFRICOM  | Dulles                 | 27 May 2012               |
| Djibouti   | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Dominican Republic, Santo Domingo                  | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Ecuador, Quito                                     | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Egypt, Cairo                                       | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| El Salvador, San Salvador                          | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Estonia, Tallinn                                   | EUCOM    | Baltimore              | 31 Oct 2011               |
| Ethiopia, Addis Ababa                              | AFRICOM  | Baltimore              | 27 May 2012               |
| Fiji, Suva   | PACOM    | Honolulu               | 31 Dec 2010               |
| Gabon, Libreville                                  | AFRICOM  | Dulles                 | 27 May 2012               |
| *Georgia, Tbilisi                                  | EUCOM    | Baltimore              | 28 Sep 2012               |
| Ghana, Accra                                       | AFRICOM  | Dulles                 | 27 May 2012               |
| Greece   |          |                        |                           |
| Athens   | EUCOM    | Baltimore              | 31 Oct 2011               |
| *Larissa   | EUCOM    | Baltimore              | 28 Sep 2012               |
| Greenland, Thule 1/                                | EUCOM    | Baltimore              | 27 May 2012               |
| Guatemala, Guatemala City                          | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Guinea, Conakry                                    | AFRICOM  | Dulles                 | 27 May 2012               |
| Guyana, Georgetown                                 | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Haiti, Port au Prince                              | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Honduras, Tegucigalpa                              | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Hong Kong  | PACOM    | Los Angeles            | 31 Dec 2010               |
| India, New Delhi                                   | PACOM    | Honolulu               | 31 Dec 2010               |
| Indonesia, Jakarta                                 | PACOM    | Honolulu               | 31 Dec 2010               |
| *Israel, Tel Aviv                                  | EUCOM    | Baltimore              | 28 Sep 2012               |
| Ivory Coast (See Cote D'Ivoire)                    |          |                        |                           |
| Jamaica, Kingston                                  | SOUTHCOM | Miami                  | 8 Nov 2011                |

| Authorized FEML Location                             | COCOM         | Authorized Destination | Re-certification Due Date |
|--|---------------|------------------------|---------------------------|
| Jordan, Amman  | CENTCOM       | Baltimore              | <i>31 Jul 2010</i>        |
| Kazakhstan, Astana                                   | CENTCOM       | Baltimore              | <i>31 Jul 2010</i>        |
| Kenya, Nairobi                                       | CENTCOM       | Baltimore              | <i>31 Jul 2010</i>        |
| *Kosovo, Pristina (eff 29 Sep 2010)                  | EUCOM         | Baltimore              | 28 Sep 2012               |
| Kuwait   | CENTCOM       | Baltimore              | <i>31 Jul 2010</i>        |
| Kyrgyzstan, Bishkek                                  | CENTCOM       | Baltimore              | <i>31 Jul 2010</i>        |
| Laos, Vientiane                                      | Joint POW/MIA | Honolulu               | <i>31 Oct 2006</i>        |
| Latvia, Riga   | EUCOM         | Baltimore              | 31 Oct 2011               |
| Lebanon, Beirut                                      | CENTCOM       | Baltimore              | <i>31 Jul 2010</i>        |
| Liberia, Monrovia (eff 12 Sep 2008)                  | AFRICOM       | Baltimore              | 27 May 2012               |
| Libya, Tripoli                                       | AFRICOM       | Dulles                 | 27 May 2012               |
| Lithuania, Vilnius                                   | EUCOM         | Baltimore              | 31 Oct 2011               |
| Macedonia, The Former Yugoslavia Republic of, Skopje | EUCOM         | Baltimore              | 31 Oct 2011               |
| Madagascar, Antananarivo                             | AFRICOM       | Dulles                 | 27 May 2012               |
| Malaysia, Kuala Lumpur                               | PACOM         | Sydney                 | 31 Dec 2010               |
| Mali, Bamako   | AFRICOM       | Dulles                 | 27 May 2012               |
| *Malta, Valletta (eff 29 Sep 2010)                   | EUCOM         | Baltimore              | 28 Sep 2012               |
| Mauritania, Nouakchott (eff 28 Apr 2005)             | AFRICOM       | Dulles                 | 27 May 2012               |
| *Mexico, Mexico City                                 | NORTHCOM      | San Antonio            | 27 Sep 2012               |
| Moldova, Chisnau                                     | EUCOM         | Baltimore              | 31 Oct 2011               |
| Mongolia, Ulaanbaatar                                | PACOM         | San Francisco          | 31 Dec 2010               |
| Montenegro, Podgorica                                | EUCOM         | Baltimore              | 31 Oct 2011               |
| Morocco, Rabat                                       | AFRICOM       | Dulles                 | 27 May 2012               |
| Mozambique, Maputo                                   | AFRICOM       | Dulles                 | 27 May 2012               |
| Myanmar, Rangoon                                     | PACOM         | Honolulu               | 31 Dec 2010               |
| Namibia, Windhoek                                    | AFRICOM       | Dulles                 | 27 May 2012               |
| Nepal, Katmandu                                      | PACOM         | Honolulu               | 31 Dec 2010               |
| Nicaragua, Managua                                   | SOUTHCOM      | Miami                  | 8 Nov 2011                |
| Niger, Niamey  | AFRICOM       | Dulles                 | 27 May 2012               |
| Nigeria  |               |                        |                           |
| Abuja  | AFRICOM       | Dulles                 | 27 May 2012               |
| Lagos  | AFRICOM       | Baltimore              | <i>28 Feb 2010</i>        |
| Oman, Muscat   | CENTCOM       | Baltimore              | <i>31 Jul 2010</i>        |
| Pakistan, Islamabad                                  | CENTCOM       | Baltimore              | <i>31 Jul 2010</i>        |
| Panama, Panama City                                  | SOUTHCOM      | Miami                  | 8 Nov 2011                |
| Paraguay, Asuncion                                   | SOUTHCOM      | Miami                  | 8 Nov 2011                |
| Peru, Lima   | SOUTHCOM      | Miami                  | 8 Nov 2011                |
| Philippines, Manila                                  | PACOM         | Honolulu               | 31 Dec 2010               |
| *Poland, Warsaw                                      | EUCOM         | Baltimore              | 28 Sep 2012               |
| Qatar, Doha  | CENTCOM       | Baltimore              | <i>31 Jul 2010</i>        |

| Authorized FEML Location              | COCOM    | Authorized Destination | Re-certification Due Date |
|---------------------------------------|----------|------------------------|---------------------------|
| Romania, Bucharest                    | EUCOM    | Baltimore              | 31 Oct 2011               |
| Russia, Moscow                        | EUCOM    | Baltimore              | 31 Oct 2011               |
| Rwanda, Kigali                        | AFRICOM  | Dulles                 | 27 May 2012               |
| Saudi Arabia                          |          |                        |                           |
| Dhahran                               | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Jeddah                                | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Jubail                                | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Khamis                                | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| King Khalid Military City             | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Riyadh                                | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Tabuk                                 | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Taif                                  | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Senegal, Dakar                        | AFRICOM  | Frankfurt              | 27 May 2012               |
| *Serbia, Belgrade                     | EUCOM    | Baltimore              | 28 Sep 2012               |
| Singapore                             | PACOM    | Honolulu               | 31 Dec 2010               |
| South Africa, Pretoria                | AFRICOM  | Dulles                 | 27 May 2012               |
| Sri Lanka, Colombo                    | PACOM    | Frankfurt              | 31 Dec 2010               |
| Suriname, Paramaribo                  | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Syria, Damascus                       | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Taiwan, Taipei                        | PACOM    | Sydney                 | 31 Dec 2010               |
| Tajikistan, Dushanbe                  | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Tanzania, Dar Es Salaam               | AFRICOM  | Baltimore              | 27 May 2012               |
| 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                  | 8 Nov 2011                |
| Tunisia, Tunis                        | AFRICOM  | Dulles                 | 27 May 2012               |
| Turkey, Ankara                        | UCOM     | Baltimore              | 31 Oct 2011               |
| Turkmenistan, Ashgabat                | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Uganda, Kampala                       | AFRICOM  | Dulles                 | 27 May 2012               |
| Ukraine, Kiev                         | EUCOM    | Baltimore              | 31 Oct 2011               |
| United Arab Emirates, Abu Dhabi       | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Uruguay, Montevideo                   | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Uzbekistan, Tashkent                  | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Venezuela, Caracas                    | SOUTHCOM | Miami                  | 8 Nov 2011                |
| Vietnam, Hanoi                        | PACOM    | Honolulu               | 31 Dec 2010               |
| Yemen, Sanaa                          | CENTCOM  | Baltimore              | <b>31 Jul 2010</b>        |
| Zambia, Lusaka                        | AFRICOM  | Dulles                 | 27 May 2012               |
| Zimbabwe, Harare                      | AFRICOM  | Dulles                 | 27 May 2012               |

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

## APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;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       | Footnote |
|--|-------------------|------------------------------------|------------------------------------|----------|
| Afghanistan                                  | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2, *4    |
| Albania                                      | EUCOM             | Frankfurt, Germany                 | Baltimore, MD                      |          |
| Bahrain                                      | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| Bosnia-Herzegovina                           | EUCOM             | Frankfurt, Germany                 | Baltimore, MD                      |          |
| Croatia                                      | EUCOM             | Frankfurt, Germany                 | Baltimore, MD                      |          |
| Cuba (JTF-GITMO <i>only</i> )                | SOUTHCOM          | Muniz ANGB, Puerto Rico            | NAS Jacksonville<br>NAS Norfolk    |          |
| Djibouti                                     | AFRICOM           | Airport closest to the leave point | Airport closest to the leave point | 2, 3     |
| Hungary                                      | EUCOM             | Frankfurt, Germany                 | Baltimore, MD                      |          |
| Iraq   | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2, *4    |
| Joint Task Force - South West Asia (JTF-SWA) | CENTCOM           | Frankfurt, Germany                 | Baltimore, MD                      | 1        |
| Jordan                                       | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| Kuwait                                       | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| Kyrgyzstan                                   | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| Macedonia, The Former Republic of Yugoslavia | EUCOM             | Frankfurt, Germany                 | Baltimore, MD                      |          |
| Montenegro                                   | EUCOM             | Frankfurt, Germany                 | Baltimore, MD                      |          |
| Oman   | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| Pakistan                                     | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2, *4    |
| Qatar  | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| Saudi Arabia                                 | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| Serbia (includes Kosovo)                     | EUCOM             | Frankfurt, Germany                 | Baltimore, MD                      |          |
| Slovenia                                     | EUCOM             | Frankfurt, Germany                 | Baltimore, MD                      |          |
| Somalia                                      | AFRICOM           | Airport closest to                 | Airport closest to                 | 3        |

| Authorized R&R Location | Combatant Command | Authorized OCONUS Destination      | Authorized CONUS Destination       | Footnote |
|-------------------------|-------------------|------------------------------------|------------------------------------|----------|
|                         |                   | the leave point                    | the leave point                    |          |
| Syria                   | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point |          |
| Tajikistan              | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| United Arab Emirates    | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| Uzbekistan              | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |
| Yemen                   | CENTCOM           | Airport closest to the leave point | Airport closest to the leave point | 2        |

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and NEW DAWN (formerly 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.

\*4/ Per OUSD (P&R) memo of 26 August 2010 IAW P.L. 111-84 (Sec. 1107) authorizes the following R&R transportation allowances. Extends R&R transportation allowances to eligible civilian employees assigned to Pakistan and continues the same allowances for eligible civilian employee assigned to Iraq and Afghanistan. Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010; retroactive authority is not applicable for prior performed travel. *The statutory authority expires 30 September 2011.*