JOINT TRAVEL REGULATIONS, VOLUME 2 (JTR)

Change 535 — 1 May 2010

A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.

B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 May 2010 unless otherwise indicated.

C. Civilian Principals. The following are the current Civilian Principals**:**

DANNY G.I. PUMMILL
Deputy Assistant Secretary of the Army
(Military Personnel)

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

EDMUNDO A. GONZALES
Deputy Assistant Secretary of the Air Force
(Force Management Integration)

D. Applicable CAP Items. This change includes all material written in the following CAP Items: 114-09(E); 02-10(E); 04-10(E); 12-10(E); 20-10(E); and 26-10(I) through 30-10(I).

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

C4430-C through C4430-E. Clarifies that TDY approval requirements beyond 180 consecutive days at one location do not apply to employees deployed to Afghanistan or Iraq in support of ongoing contingency operations. Emphasizes the waiver authority memo does not extend SIT of HHG beyond 180 consecutive days. TCS/TDY taxation language is updated.

C5085-B2. Adds CBCA decision reinforcing that separation travel and transportation allowances from the OCONUS PDS to the actual residence are no longer authorized when the employee elects travel to an alternate destination.

C5154-C2c. Adds CBCA decision to reinforce that certification by an appropriate official is required prior to shipment of PBP&E.

C5165-F2d; C5165. Realigns par. C5165 to eliminate two unused subparagraphs and re-letter the others.

C5190-D. Clarifies that employees may make partial withdrawals from SIT.

C5195-D. Enhances information on converting NTS to SIT.

C5810-D1; APP A3. Defines Funding Activity in APP A3, and changes "paying" activity to "funding" activity in par. C5810-D1.

APPs A1, A2, A3. Moves POV, Spare Parts definition from APP A1 to APP A2 &A3. Expands the definition of HHG in APP A3 to include automobile engine/transmission.

APP G. Clarifies authorization/approval of separately reimbursable travel expenses for lodging, when the expense is not optional, and approved by the AO, and that inoculations include other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis).

JOINT TRAVEL REGULATIONS

VOLUME 2

CHANGE 535

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, 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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Appendix V													

PART A: TEMPORARY DUTY (TDY) TRAVEL

C4405 JUSTIFICATION

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

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

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

a. Purpose is essential official business;

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

c. Duration is no longer than required; and

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

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

C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. An assignment away from the employee's PDS that is not so frequent or lengthy that the location is, in fact, the employee's PDS;

2. Participation in civil defense activities authorized under department/agency regulations;

3. Witness duty to testify or provide information on the GOV'T's behalf or on matters of official DoD concern;

4. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal reemployment, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the GOV'T's interests;

5. Training course attendance conducted or sponsored by GOV'T agencies or approved under department/ agency regulations IAW 5 USC §§4101-4118;

6. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored or arranged by non-Federal organizations;

7. Interview travel required to fill a vacancy when the travel is authorized and considered justified (restricted to a GOV'T employee);

8. Assignment as an attendant to an employee with a special need/disability when the agency determines that the employee is incapable of traveling alone on official travel (56 Comp. Gen. 661 (1977)); and

9. Change of command ceremony or funeral attendance (70 Comp. Gen. 200 (1991)) when the DoD component head or designee determines that circumstances relating to the component's activities justify designating the employee as the component's official representative.

C4415 TDY ASSIGNMENT SELECTIONS

Employee selection for a TDY assignment must be based on official necessity and qualifications of the individual to best perform the service required.

C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

A. Advance Notice. A TDY assignment to a DoD activity or other GOV'T agency installation should be cleared in advance with the activity involved IAW department/agency regulations. When an assignment involves visits to activities in more than one command, commands in different departments, agencies or OCONUS commands, clearance must be obtained from the responsible command(s).

B. Clearances

1. Clearances, restrictions, and other requirements specified in the foreign clearance regulations and of the separate departments/agencies must be followed ICW assignments to OCONUS areas.

2. Special instructions about foreign countries in a travel itinerary include:

   a. Advance notification for submission of clearance requests before travel begins, and

   b. Duty and travel restrictions for an employee who possesses highly sensitive information.

3. Security Clearance

   a. An employee on TDY must follow all departmental security regulations.

   b. An AO must ensure each traveler is thoroughly briefed on security provisions when classified information disclosure is involved.

   c. When required, notification of a traveler's access to classified material must be furnished to the commander of a destination activity.

   d. When pertinent, an employee's current security clearance must be stated in the order.

   e. The AO must ensure security clearance designation correctness.

C. Employee Requirements. The employee is responsible for carrying out the mission for which travel is undertaken. An employee who does not report to the TDY location, or who, upon arrival there, refuses to perform the mission or resigns, is financially liable to the GOV'T for the GOV'T-paid TDY travel and transportation allowances.

D. Other Requirements. Departmental regulations require DoS notification when high-level personnel visit in foreign areas (Foreign Service Act, Section 207, P.L. 96-465; 1 FAM 013.2b(a)(2) & (b); 2 FAM 043.1b).

C4425 ITINERARY VARIATION

A. Variation Authorized in the Order. An order may include authority for itinerary variations to permit a traveler to:

1. Omit travel to named destinations,

2. Change the named destinations travel sequence,

3. Change the specified time for remaining at a named destination, and/or

4. Travel to additional destinations.

B. Variation ***Not*** Authorized in the Order

1. When an order does not contain authority for itinerary variation, but circumstances arising after travel begins require itinerary variation, the appropriate AO may orally authorize changes before the variance is made and later confirm it in writing.

2. ***The authority for itinerary variation must not be substituted for inadequate advance preparation.***

3. ***Variation authority does not grant a blanket order.***

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long-term TDY assignment away from the PDS. All of the following criteria must be met for an assignment to be TDY (68 Comp. Gen. 465 (1989)):

a. The duties to be performed are temporary in nature,

b. The assignment is for a reasonable time duration, and

c. TDY costs are lower than round-trip TCS or PCS expenses.

2. An employee's PDS is where an employee spends, and is expected to spend, the most time.

3. The "temporary" designation of an employee's duty station on an order is not necessarily controlling.

4. Long-term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).

B. 180 Consecutive Day Time Limitation. A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. C4430-C. This limitation does not apply to an employee assigned TDY at more than one location for a collective period of over 180 consecutive days if the duty period at each location is 180 or fewer consecutive days. ***NOTE: Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of this 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration was in excess of180 days when the initial order was issued.***

*C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the par. C4430-A criteria are satisfied, the Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command as soon as practicable. This determination should be made before the order is issued. 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:

1. Approve the order as written (making sure the advice in par. C4430-E is contained in the TDY order remarks section), or

2. Direct amending the order to:

   a. Terminate the duty thereby returning the employee to the old station or assigning a new station,

   b. Change the assignment from TDY to a PCS,

   NOTE: If an employee is transferred by a PCS order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the employee is notified of the transfer (Par. C5083).

   c. Fix the period at 180 or fewer days from the reporting date at the TDY station, or

   d. Authorize a TCS. Par. C4430-E.

****NOTE 1: Authorization/approval to exceed the 180-day TDY limit is essential. If a traveler is TDY in excess of 180 days without authorization/approval, the traveler's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November 1976).***

****NOTE 2: The authorization requirements in par. C4430-C do not apply to TDY assignments of civilian employees deployed to Afghanistan or Iraq in support of ongoing contingency operations (APP A). The USD (P&R) memo, 'Building Increased Civilian Deployment Capacity' of 12 February 2008 recognized that deployments to Iraq and Afghanistan will typically be via TDY for periods of 12 or more months. Prior to the official travel start, the order must cite the 12 February 2008 USD (P&R) memo as the waiver authority. The waiver authority does not require USD (CPP) review; however, the authority when granted must be in the GOV'T's interest. This policy applies also to a non-DoD civilian employee if the order is DoD funded (par. C1001-A). The memo authority does not allow an Agency/Service to authorize SIT of HHG extension beyond 180 days (par. C5191). The USD (P&R) memo is found at: http://www.cpms.osd.mil/ASSETS/D6393349C41E421AB3CBB78AB35D9A9A/Feb122008.pdf.***

*D. Temporary Change of Station (TCS) Instead of an Extended TDY. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances for an employee when the extended TDY period is between 6 and 30 consecutive months. Discretionary TCS allowances, authorized in the GOV'T's interest IAW par. C5715-B, expire when the TCS mission is completed (Ch 5, Part O).

*E. Taxation of Reimbursable TCS/TDY Allowances. An AO must advise the employee of the potential federal, state, and local income tax obligations if the TCS or TDY assignment (including training assignment) is at one location for more than a year. ***Tax rules may differ by state and locality.***

*1. An employee who performs TCS is subject to federal, state and local income tax obligations on some but not all of the TCS reimbursements (par. C5650 for RIT allowance).

*2. A civilian employee's TDY assignment at one location for more than a year may end up being considered, by the IRS, to be a permanent assignment and any reimbursement (especially per diem) may be considered taxable income by the IRS. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location (par. C4715 for ITRA).

3. An IRS statute, 26 USC §162(a) and the implementing IRS regulations in 26 CFR 162, do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

C4435 TDY PRIOR TO REPORTING TO THE FIRST PDS

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is authorized additional transportation expenses and per diem while performing the assigned duties.

C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE

A. General. ***Par. C4440 applies only if the need for the TDY is unknown to the employee prior to the employee's departure on leave.*** If the TDY is known by the employee before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. ***City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun (APP P2).***

B. TDY at Leave Point. An employee 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.

C. TDY at Other than Leave Point

1. Authorized to Resume Leave upon TDY Completion. An employee 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. C2000-B). TDY allowances are payable at the TDY location.

2. Directed to Return to PDS upon TDY Completion. An employee away from the PDS, who receives a TDY order at other than the leave point, is authorized transportation and per diem for travel from the:

a. Leave address (or the place at which the order is received, whichever applies) to the TDY station (par. C2000-B); and

b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

3. Directed to Proceed to a New PDS upon TDY Completion. An employee directed to proceed to a new PDS after TDY completion is authorized 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, not to exceed 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.

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

Round-trip POC TDY travel may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing/approving this travel, the AO must consider mission requirements, relative expense, and practicability.

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

Frequent TDY assignment to the same OCONUS locale by the same employee must be evaluated periodically to determine necessity and if there are alternatives. If evaluation indicates significant expenditures (ICW TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

C4460 TDY ASSIGNMENT TO A SUBMARINE

An employee must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignment (***http://www.combatindex.com/mil_docs/pdf/secnav/6400/6420-1D.pdf***).

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

Ch 7, Part H.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as in Ch 7, Part H, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

C4475 TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE

A. Authorization/Approval. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.

B. Starting/Ending Travel. If to the GOV'T's advantage, POC use may be authorized/approved to begin/end at the:

1. Traveler's residence (from which the traveler commutes daily to the PDS),

2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS, or

3. Place near the traveler's residence where the POC is garaged/stored.

C. Cost. ***Relative cost should be a consideration.***

D. Example. Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

C4480 POC TRAVEL TO AND FROM A CARRIER TERMINAL

For travel to and from a carrier terminal, reimbursement is authorized IAW par. C2192.

CHAPTER 5

PERMANENT DUTY TRAVEL

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PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE

C5050 MALT (FTR §302-4.300)

A. POC Travel

1. Except for RAT, the MALT for PDT by POC, when authorized/approved, is determined by the official distance for which MALT may be paid under circumstances (as determined IAW the applicable JTR provisions).

2. An authorized traveler is any employee/dependent traveling IAW a PDT order, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS order is authorized the MALT rate per mile except when traveling as a passenger in a POC. If more than one employee travels in the same POC and each has a PCS order, only the employee incurring the expenses is authorized MALT for the official distance and only one employee receives the reimbursable expenses (par. C5000-B1a).

a. Example 1. An employee-married-to-employee couple, each on a PCS order and eligible for travel and transportation allowances (neither employee elects to be treated as the other employee's dependent (par. C5000-B1a)), and their two children travel in one POC. Only one employee receives MALT and may submit all of the reimbursable expenses.

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

c. Example 3. An employee-married-to-member couple, each eligible for travel and transportation allowances on a PCS order, and their two children travel together in one POC. Only one of the two (employee or member) receives MALT for the official distance and may submit all of the reimbursable expenses.

3. Par. C2505 for the MALT rate. The rate is for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.

4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

B. Mixed Transportation Modes. When POC use is authorized/approved for all PDT travel, and the traveler modifies transportation using POC and common carrier (par. C2203), the traveler is authorized:

1. The MALT rate for the distance traveled by POC;

2. The common carrier cost; and

3. Per diem for actual travel time.

The total amount is NTE the MALT rate plus per diem for the authorized travel.

C. Other Reimbursable Expenses. Except for expenses related to the indirect portions of PCS travel, parking fees, ferry fares, and bridge, road and tunnel tolls are reimbursable in addition to the MALT rate.

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. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under 31 USC §3721.

C5055 USE OF MORE THAN TWO AUTOMOBILES

Authority for reimbursement for the use of more than two POCs is limited to PDT that is to the GOV'T's advantage. Conditions for reimbursement authorization are in par. C2159-C.

C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

A. Travel of 12 or fewer hours (12-Hour Rule). A per diem allowance must not be paid when the official travel period is 12 or fewer hours (FTR §302-11.2).

B. POC Use to the GOV'T's Advantage. When POC use for PDT is authorized, and travel time is 12 or fewer hours, the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (par. C5060-C), or

2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

C. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD Component (e.g., a physically handicapped employee).

2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD Component.

3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

D. POC Use Not to the GOV'T's Advantage. When a POC is used for PDT and it is not to the GOV'T's advantage, per diem is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. ***This does not apply to travel under par. C2180.***

E. Per Diem Rates for PDT

1. The Standard CONUS per diem rate applies for any CONUS city/county location not identified in the CONUS per diem rates.

2. ***The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.***

a. Travel to a first duty station for a newly recruited employee or appointee;

b. Travel incident to a PCS;

c. RAT;

d. Separation travel; and

e. While occupying temporary lodging (except when TQSE(F) is authorized under Ch 5, Part H3).

The locality per diem rate applies for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

3. ***Effective 1 October 2009*** the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$70	$46	$116

4. OCONUS Travel. The maximum per diem rate applies to OCONUS travel. Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.

a. Travel to a first duty station for a newly recruited employee or appointee;

b. Travel incident to a PCS;

c. RAT;

d. Separation travel;

e. Travel (for the entire trip) to seek permanent residence (house-hunting); and

f. While occupying temporary lodgings at an OCONUS location.

5. Per Diem for POC Travel Involving a Car Ferry. When a car ferry is used by an employee/dependent traveling between two PDSs partly by POC and partly by car ferry (circuitously/indirectly or otherwise), per diem is authorized. Par. C2166 for transportation allowances.

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

b. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee/dependent 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 employee's/dependent's location at 2400 on that day (par. C4550-F).

c. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, uninterrupted 'MALT-Plus' is the applicable M&IE while on the ferry. Par. C4553.

d. Dependent Per Diem. The percentages, in par. C5125-A, apply when computing a dependent's per diem.

F. Per Diem Allowance Elements

1. Maximum Lodging Expense. Per diem rates include a maximum lodging expense *reimbursement amount*. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. ***Lodging receipts are required IAW par. C1310***.

NOTE: 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). The locality per diem lodging ceiling in a foreign OCONUS area (APP A) includes lodging tax. Lodging tax in a foreign OCONUS area is part of per diem and is not a reimbursable expense.

2. M&IE. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to a traveler without itemization of expenses or receipts.

G. 'Lodgings-Plus' Per Diem Computation Method. Compute per diem for all PCS travel using the 'Lodgings-Plus' method. Each travel day's per diem is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total is NTE the Standard CONUS per diem rate for CONUS or the maximum OCONUS locality per diem rate(s) for OCONUS.

1. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

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

a. Day Travel Begins

(1) Lodgings Required. When lodging is required on the day travel begins, the per diem is the actual lodging cost incurred by the traveler, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).

(2) Lodgings Not Required. If lodging is not required, per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

b. Full Calendar Days

(1) Lodging Required. When lodging is required, and the traveler is still en route, the applicable per diem rate (Standard CONUS or OCONUS locality rate) is the maximum rate prescribed for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).

(2) Lodging Not Required. For each full calendar day a traveler is en route and lodging is not required, the per diem is the applicable M&IE rate (Standard CONUS or OCONUS).

c. Day Travel Ends

(1) Lodgings Required. When lodging is required on the day travel ends, the per diem is the lesser of the actual lodging cost incurred by the traveler or the applicable lodging rate (Standard CONUS or maximum OCONUS locality) plus 75% of the applicable M&IE rate (Standard CONUS or the new OCONUS PDS).

(2) Lodgings Not Required. If lodging is not required, per diem is 75% of the M&IE rate (Standard CONUS or the new OCONUS PDS) for that day.

H. PDT

NOTE: The per diem rates prescribed for PDT in par. C5060-E apply when computing per diem in pars. C5060-H1 HHT, C5060-H2 En Route Travel to the New PDS, C5060-H3 RAT, and C5060-H4 Separation Travel.

1. HHT. When computing per diem for a HHT, Ch 5, Part M, except for determining the applicable rates. ***NOTE*** above.

2. En Route Travel to the New PDS. Except for determining the applicable rate (***NOTE*** above), par. C5060-H applies when computing en route travel per diem to a new PDS. The Standard CONUS M&IE rate or OCONUS M&IE locality rate, as appropriate, applies to the arrival day at the new PDS. When travel begins and ends on the same day, pars. C5060-G1b(1) and C5060-G1b(3) apply. Par. C5060-E3 for the current Standard CONUS per diem rate.

3. RAT. When computing per diem for RAT, Ch 5, Part K, except for determining the applicable rate. ***NOTE*** above.

4. Separation Travel. Except for determining the applicable rate (***NOTE*** above), pars. C5060-G1b(2)a and G1b(2)b apply when computing per diem for all en route travel to the actual residence incident to separation. The Standard CONUS M&IE rate is applicable on the arrival day at that location. When travel begins and ends on the same day, the rules in pars. C5060-G1b(1) and C5060-G1b(3) apply. Par. C5060-E3 for the current Standard CONUS per diem rate.

I. Per Diem Computation Examples

1. Example 1

PCS Travel		
NOTE: Par. C5060-D3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POA, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day. Par. C5060. The standard CONUS per diem rate is $116 ($70/ $46). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days x $116/day (Standard CONUS per diem rate) =		$928.00
Day 1 (departure day)	$58 (lodging) + ($46 x 75%) =	$92.50
Day 2	$46 =	$46.00
Day 3 to 8	Lodging $346 ($57, $59, $58, $57, $56, and $59) + M&IE $276 ($46/day x 6 days) =	$622.00
Day 9	$0 (lodging) + $46 (M&IE) =	$46.00
Day 10 (arrival day)	$46 x 75% (M&IE) =	$34.50
Employee's per diem authorization =		**$841.00**
Per diem for accompanying spouse at 75% of the amount due the employee ($841.00) =		$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($841.00) =		$420.50
Total amount payable to employee =		**$1,892.25**
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $116 ($70/ $46), par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($46) for a total of $92.50.		
Day 2, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($46) for a total of $46.		
Day 3 to 8, the applicable per diem rate is the lodging cost ($346) NTE $70 plus the M&IE rate ($46) times 6 days for a total of $622.		
Day 9, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($46) for a total of $46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($46) for a total of $34.50.		
The per diem for actual travel by the employee is $841. Since the per diem for actual travel does not exceed the maximum allowable ($928) for 8 days travel time, the employee is authorized the full amount ($841) for the actual travel time and authorization for dependents is 75% and 50% respectively of the $841 due the employee.		

2. Example 2

PCS Travel		
NOTE: Par. C5060-E3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POA, accompanied by spouse and 7-year old child. They departed the residence at 0800 on Day 1 and arrived at the new PDS at 2100 on Day 6. The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles. Par. C5060. The standard CONUS per diem rate is $116 ($70/ $46). Lodgings were occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $59, $53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 4 days x $116/day (Standard CONUS per diem rate) =		$464.00
Day 1 (departure day)	$0 (lodging) + $46 x 75% =	$34.50
Day 2	$59 (lodging) + $46 =	$105.00
Day 3	$0 (lodging) + $46 =	$46.00
Day 4	$53 (lodging) + $46 =	$99.00
Day 5	$0 (lodging) + $46=	$46.00
Day 6 (arrival day)	75% x $46 =	$34.50
Employee's per diem authorization =		***$365.00***
Per diem for accompanying spouse at 75% of the amount due the employee ($365) =		$273.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($365) =		$182.50
Total amount payable to employee =		***$821.25***
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $116 ($70/ $46), par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate ($46) for a total of $34.50.		
Day 2 and 4 - the applicable per diem rate is the lodging cost ($59 and $53) NTE $70 for each day plus the M&IE rate ($46) for each day.		
Day 3 and 5 - the applicable per diem rate is the M&IE rate ($46) for each day for a total of $92.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% ($34.50) of the Standard CONUS M&IE rate ($46).		
The per diem for actual travel time ($365) did not exceed the maximum allowable ($464.00), therefore the employee is authorized the lesser amount and the authorization for dependents is 75% and 50% respectively of the $365 due the employee.		

3. Example 3

PCS Travel, Actual Costs Exceed the GOV'T Cost ***NOTE: Par. C5060-E3 for the current Standard CONUS per diem rate.***		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POA. They departed the residence on Day 1 and arrived at the new PDS on Day 15. The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. Par. C5060. The standard CONUS per diem rate is $116 ($70/ $46). Lodgings were occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at $70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ $116/day (Standard CONUS per diem rate) =		$928.00
Day 1	$70 (lodging) + ($46 x 75% = $34.50) =	$104.50
Day 2 to 10	$70 (lodging) + $46 = $116/day x 9 days =	$1044.00
Day 11-14	$46/day x 4 days =	$184.00
Day 15	$46 x 75% =	$34.50
Total		**$1,367.00**
Per diem for accompanying spouse at 75% of the amount due the employee ($1,367) =		$1025.25
Employee total travel costs ($1,367.00 + $1,025.25) =		**$2,392.25**
Total amount payable to employee ($928 + dependent per diem $696, 75% of $928) =		**$1,624.00**
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
NOTE: Par. C5060-E3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2. The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day. Par. C5060. Lodgings were occupied for 1 night. The employee certified the single rate applicable to the room occupied with dependents, for 1 night was $127. Per diem is computed as follows:		
Per Diem for Actual Travel using the 'Lodgings-Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = $500 =		$500
Day 1 (departure day)	$127 (lodging) + $156 x 75% =	$244
Day 2	$125 (lodging) + $72 =	$197
Day 3 (arrival day)	$68 x 75% =	$51
Employee's per diem authorization =		$492
Per diem for accompanying spouse at ¾ of the amount due the employee =		$369
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		$369
Total amount payable to employee = ($492 + 2 dependents per diem ($738 = 75% of $492 x 2) =		$1,230
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771 ÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 3 days.		
The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate. Day 1 (departure day), the applicable per diem rate is $127 lodging cost plus 75% of the OCONUS locality M&IE rate ($156) for a total of $244. Day 2, the applicable per diem rate is the lodging cost ($125) plus the OCONUS M&IE rate ($72) for a total of $197. Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE ($68) for a total of $51.00. The per diem for actual travel by the employee is $492.00. Since the per diem for actual travel does not exceed the maximum allowable ($500.00) for 3 days travel time, the employee is authorized the full amount ($492.00) for the actual travel time and authorization for dependents is ¾ each of the $492.00 due the employee.		

5. Example 5

PCS/Separation Travel
NOTE: Par. C5060-E3 for the current Standard CONUS per diem rate.
1. PCS/separation travel from OCONUS Location J to CONUS Location K.
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.
3. The employee is authorized per diem since actual travel time exceeds 12 hours. Par. C5060-H.
4. Since travel begins and ends on the same day, pars. C5060-H1a and C5060-H1a(2) apply. Also par. C5060-I4.
5. The maximum per diem rate at the time of travel was $116 ($70/ $46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.
6. Reimbursement for 9/1 is $34.50 ($46 x 75%).
7. Per diem payable for the spouse is 75% of the $34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = $78.00 at the time of travel.		
REIMBURSEMENT ***NOTE: PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C5060-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.***		
$78.00 (M&IE) rate x 75% for new PDS location =		$58.50
Total reimbursement =		$58.50
Per diem for the accompanying spouse is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child age 12 or older is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child under age 12 is ½ of the amount due the employee ($58.50) =		$29.25

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in par. C5065 illustrate computing MALT and per diem incident to PDT by automobile.

2. The per diem/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current MALT rates.

3. Par. C4550-F3 for the current Standard CONUS per diem rate.

4. The per diem is as computed in pars. C5125 and C5060-B, and examples in par. C4565.

B. Reimbursement Computation Example for One Automobile

Reimbursement Computation for Employee, Spouse, and 1 Child in One Automobile	
An employee performs PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by the spouse and 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060. After consideration of the lodging expenses, the employee is authorized $650 in per diem.	
1. Automobile travel reimbursement is based on 2,826 miles x $.24/mile (par. C2505-B). 2,826 miles x $.165/mile = $466.29.	$466.29
2. Allowable per diem for an employee based on 'Lodgings-Plus' for 8 days maximum is the actual amount the traveler pays for lodgings plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $116/day (Standard CONUS per diem rate). $116/day x 8 days = $928	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($928) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent ($650).	$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 x 75% =	$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% =	$325.00
6. Amount spent on tolls	+ 10.00
7. **TOTAL REIMBURSEMENT TO EMPLOYEE**	**$1,938.79**

Reimbursement Computation for Two Employees (married to each other) and 1 Child in One Automobile	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by a 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. C5060. After considering lodging costs, one employee is reimbursed $650 while the other is reimbursed $720.	
1. Automobile travel reimbursement for one employee is based on 2,826 miles @ $.165/mile. Par. C2505-B. 2,826 miles x $.165/mile = $466.29	$466.29
2. Allowable per diem for an employee based on 'Lodgings-Plus' for 8 days maximum is the actual amount the traveler pays for lodgings plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $116 (Standard CONUS per diem rate). $116/day x 8 days = $928	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650 for employee 1 and $720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem ($928/traveler). Each employee is reimbursed the actual amount spent $650 + $720 =	$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. $720 x 50% =	$360.00
5. Amount spent on tolls	+ $10.00
6. **TOTAL REIMBURSEMENT**	**$2,206.29**
Total reimbursement to employee 1 is $466.29 + $650 + $10 = **$1,126.29**	
Total reimbursement to employee 2 is $720 + $360.00 = **$1,080.00**	

C. Reimbursement Computation Example for Two Automobiles

Reimbursement Computation for Two Automobiles	
An employee performs PCS travel from Location A to Location B using two automobiles. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060.	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles x $.165/mile, par. C2505-B. 2,826 miles x $.165/mile =	$466.29
2. Automobile travel reimbursement for the second automobile, driven by spouse is based on 2,826 miles x $.165/mile, par. C2505-B. 2,826 miles x $.165/mile =	$466.29
3. Allowable per diem for employee based on 'Lodgings-Plus' for 8 day maximum is the actual amount the traveler pays for lodgings plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $116 (Standard CONUS per diem rate). $116/day x 8 days = $928	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($928) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent ($650).	$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 x 75% =	$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% =	$325.00
7. Amount spent on tolls	+ $10.00
8. **TOTAL REIMBURSEMENT TO EMPLOYEE**	**$2,405.08**

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. C5125 and C5060.

MALT Computation for Two Separate Trips	
An employee performs PCS travel from Location A, to Location B by automobile. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
866 miles x $.165/mile (employee only) =	$142.89
866 miles x $.165/mile (spouse and 2 children) =	+ $142.89
Total MALT payable for POC travel	**$285.78**

In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).

No per diem is payable on the employee's behalf for the employee's second trip.

The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.

The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. C5125 and C5060.

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. C5005 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. C5050-A),

2. Per diem for the employee and dependents (par. C5125-F for travel by ship),

3. HHG shipment, including SIT,

4. HHG NTS ***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS.***,

5. Miscellaneous expenses, and

6. Expenses incurred in the selling and/or buying of a residence, or lease termination. Ch 5, Part P.

B. Allowance Restrictions. The PCS allowances in par. C5070-A are not subject to negotiation between the employing activity and the employee. The employing activity does not have the discretion to reduce/change the allowances (55 Comp. Gen. 613 (1976)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part H), and/or

2. POV shipment (Ch 5, Part E).

C5075 PCS MOVEMENTS (FTR §302–3)

A. General. This covers world-wide PCS movements.

B. Travel and Transportation Allowances. Under par. C5005, travel and transportation allowances are authorized incident to PCS movements in par. C5075.

C. Agreements/Service Requirements/Violation Agreements. Ch 5, Part L.

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. First Duty Station Travel Eligibility (FTR §302-3 and §302-3.501(b))

1. General

a. Travel and transportation expenses may be allowed to first duty station only for the following persons:

(1) A new appointee to any position;

(2) A student trainee assigned to any position upon completion of college work; or

(3) Presidential Transition Team personnel newly appointed to GOV'T service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, note) and are appointed to GOV'T service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

b. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:

(1) Of appointment, for new appointees, as defined in par. C5080-B2, or,

(2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in par. C5080-A1a(3).

c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

2. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

a. Agreement Requirements. Ch 5, Part L.

b. Service Requirements. Par. C5570.

c. Travel and Transportation Allowances. Travel and transportation allowances:

(1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.

(2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

d. Foreign OCONUS Area PDS Assignment Allowances

(1) Foreign Transfer Allowance (FTA). Par. C1004. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS, the following are authorized:

(a) Miscellaneous Expense Portion. DSSR, Section 241.2 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81*** and par. C1004,

(b) Lease Penalty Expense Portion. DSSR, Section 242.4 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81*** and par. C1004, and

(c) Pre-departure Subsistence Expense. This is also provided for a new appointee in a CONUS/ non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. DSSR, Section 242.3 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81*** and par. C1004.

(2) Temporary Quarters Subsistence Allowance (TQSA) (DSSR, Section 120 ***(http://aoprals.state.gov/content.asp?content_id=239&menu_id=81***). Provided for temporary lodgings occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Quarters Allowance (LQA) under the DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at ***http://www.dtic.mil/whs/directives/corres/html/140025m.htm*** and DSSR Section 031.1 at ***http://aoprals.state.gov/content.asp?content_id=145&menu_id=81***.

B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, Subpart A)

1. General

a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

b. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once the individual has signed a service agreement to remain in GOV'T service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

c. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any GOV'T funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility to repay to the GOV'T.

d. Par. C5550-E regarding service agreement requirements for appointments to an OCONUS position.

e. Par. C5570-C and APP Q, Parts III and IV for information concerning OCONUS PDS location tours.

2. Coverage. A new appointee:

a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.

b. Includes:

(1) An individual who is employed with the Federal GOV'T for the first time,

(2) Presidential Transition Team personnel (par. C5080-A1a(3)), and

(3) An employee returning to the GOV'T after a break in service (except an employee separated as a result of reduction in force/transfer-of-function and is re-employed within one year after such action (par. C5080-C)); or

(4) A student trainee assigned to the GOV'T upon completion of college.

c. Is ***not*** an employee separated as a result of a RIF/transfer-of-function. Such an employee is treated as a transferee under pars. C1052-B2 and C5080-C.

3. DoD Component Responsibility. ***Each DoD Component must ensure that a new appointee is informed of benefits availability and limitations.***

4. Procedural Requirements

a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

b. Travel before Appointment

(1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

(2) Travel and transportation for Presidential Transition Team personnel (par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

(3) Par. C5080 does not limit the Ch 7, Part D provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. ***A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.***

5. Allowable Expenses. The following expenses are payable when travel to the first PDS at GOV'T expense is authorized/approved by the hiring DoD Component. Not all of the listed items are applicable in each situation covered by this Part.

a. Travel and transportation, including per diem, for the appointee/student trainee. Par. C5060-E2.

NOTE: AEA in Ch 4, Part C, may not be authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependent. Ch 5, Part C.

c. MALT if a POC is used. Par. C5050.

d. HHG transportation and SIT. Ch 5, Part D.

e. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. Ch 5, Part D.

f. Mobile home transportation. Ch 5, Part F.

g. POV shipment when authorized by the DoD Component. Ch 5, Part E.

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

a. Per diem for dependents;

b. A HHT;

c. TQSE (Ch 5, Part H);

d. MEA (Ch 5, Part G); ***NOTE: Ch 5, Part G does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

e. Residence sale and purchase expense (Ch 5, Part P);

f. Lease-breaking expense (except as in par. C1004-C4); and

g. Relocation service (Ch 5, Part Q).

7. Alternate Origin and/or Destination

a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

b. For Presidential Transition Team personnel (par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Ch 1, Part C.

C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

1. General. An involuntary transfer due to a RIF/transfer of function is in the GOV'T's interest (FTR §302-3.205). PCS allowances are authorized.

2. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

a. In the Federal GOV'T,

b. Within 1 year of the separation date,

c. Under a non-temporary appointment, and

d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfer.

4. Agreement Requirement. PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in GOV'T service for 12months (beginning the date the employee reports for duty at the new PDS) IAW par. C5080. If the employee violates the written agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for allowances authorized under par. C5080 become the individual's personal financial responsibility. Par. C5550-E for agreement requirements when a transfer is to an OCONUS position.

5. Employee Transferring to the U.S. Postal Service. PCS allowances IAW par. C5080 may also be authorized for a DoD employee (5 USC §5735) who:

a. Is scheduled for separation from DoD, other than for cause;

b. Is selected for appointment to a continuing position with the U.S. Postal Service; and

c. Accepts the appointment.

6. Order Issuance. Order issuance is covered in APP I.

7. Funding. Par. C1052 for funding of allowances authorized under par. C5080.

8. Example: An Employee Separated due to Function Transfer. An employee in California declined to relocate with a function transfer and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS order that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

a. Authorized mandatory restoration under FPM 353,

b. Returning from military duty, and

c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the GOV'T's interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expense

a. Ch 5, Part P, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:

(1) Sale (or unexpired lease settlement) at the former civilian PDS; and

(2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

(1) Sale,

(2) Settlement of an unexpired lease, or

(3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Travel and Transportation Allowances

a. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

(1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.

(2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

(1) The MEA (Ch 5, Part G),

(2) Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part P),

(3) A HHT, but only if authorized in the order, under Ch 5, Part M, and

(4) TQSE, but only if authorized in the order under Ch 5, Part H.

d. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)

(1) The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.

(2) Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.

(3) PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

5. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as an Armed Forces member being discharged, no additional payment is allowed.

6. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authorization in par. C5080-D4b(1), the travel and transportation allowances in par. C5080-D4b(2) are paid for the allowable expenses not covered (B-173758, 8 October 1971).

7. Called/Ordered to Active Duty. JFTR, Ch 7, Part G, for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS

1. Limitation

a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 2-year time limitation under the authority for the first transfer has not expired.

b. If the 2-year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 2-year time limitation has not expired, to the last PDS.

2. Funding Responsibility. Par. C1052-B.

F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)

NOTE: The restrictions in par. C5080-F do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

a. In the GOV'T's interest (responding to a vacancy announcement is not 'at the employee's request'),

b. To a new PDS that is at least 50 miles from the old PDS, and

c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:

(1) Residence at the time of PCS notification and the old and new PDSs, and

(2) The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). Par. C5080-F2 for exceptions.

2. Exceptions. On a case-by-case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the GOV'T's interest, ***and without the move***:

a. The one-way commuting distance between the residence being occupied while serving at the old PDS, and the new PDS, increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles); or

b. There is a commuting time increase to the new PDS; or

c. Increased commuting costs impose a financial hardship.

3. PCS Claims Must Satisfy Conditions

a. PCS claims for allowances authorized in an order must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.

b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. C5080-F1 and C5080-F2, as applicable.

c. ***Non-compliance of the new residence location is grounds for denial of the various allowances***.

d. Ch 5, Part N for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)

1. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

a. The employee would suffer a hardship if the limitation was not waived; and

b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

Location	**Effective Date**	**Biennial Re-certification Date**
1. None Yet Designated		
2.		
3.		

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under "Feedback Reporting" in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial re-certification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/ isolated location (for the purpose of par. C5080) if listed in par. C5080-G2. Par. C5195 for NTS of HHG at an isolated PDS.

b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD Component management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.

c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5083 TDY STATION BECOMES PDS

A. Notification of Change from TDY Station to PDS

1. Coordinate the employee's TDY assignment with the change in PDS notice.

2. Allow the employee time to return to the old PDS to arrange for a residence sale, dependent(s) and/or HHG transportation, and to perform PCS travel to the new PDS to report for duty on the PCS effective date.

B. Per Diem Allowances

1. Payment of per diem stops on (i.e., is not paid on or after) the date the employee receives notice that the TDY station becomes the PDS.

2. Per diem is paid if the employee performs a TDY period at the new PDS before the transfer effective date, and the TDY period is terminated by a return to the old PDS at which the employee performs substantial duty. For example, notice is received on 1 September 2008, TDY is conducted from 4-6 September 2008, and the transfer effective date is 30 September 2008 (B-214966, 27 December 1984).

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

D. Old PDS

1. Return travel to Old PDS. Return travel to the old PDS from the TDY (new PDS) location when an employee is transferred in the GOV'T's interest, may be authorized/approved at GOV'T expense (B-169392, 28 October 1976) as indicated in pars. C5083-D1a and C5083-D1b.

a. Before the PCS effective Date

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

(2) Transportation to the new PDS under the PCS order, or MALT reimbursement for POC use at the applicable rate in par. C2505, for travel to the new PDS plus per diem payable ICW PCS travel.

b. After the PCS Effective Date

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

(2) Transportation to the new PDS under the PCS order, or MALT reimbursement for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable ICW PCS travel.

2. Per Diem at the Old PDS

a. Before the PCS Effective Date. Return to the old PDS, before the date that the employee's TDY location becomes the employee's PDS, is treated in the same manner as return from any TDY assignment and no per diem is payable at the old PDS.

b. After the PCS Effective Date. Return transportation to the old PDS, after the date on which the TDY location becomes the employee's PDS, is authorized as PCS travel and per diem at the old PDS is not authorized ICW such travel.

E. GAO and GSBCA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

1. B-214966, 27 December 1984 (*http://redbook.gao.gov/14/fl0066692.php*). Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a TDY period or periods at the new official station between the time the employee receives the transfer order and the order stated effective date if such TDY period or periods are terminated by a return to the old station on official business.

2. GSBCA 13686-RELO, 28 February 1997 (***http://www.gsbca.gsa.gov/relo/r136860.txt***). An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.

3. GSBCA 15640-RELO, 13 June 2002 (***http://www.gsbca.gsa.gov/relo/r1564013.txt***). An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.

4. B-169392, 28 October 1976 (***http://redbook.gao.gov/17/fl0081691.php***). An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.

5. B-188093, 18 October 1977 (***http://redbook.gao.gov/17/fl0080137.php***).

a. One instance that notice of transfer to the location at which an employee is on TDY does not preclude payment of per diem while at that location is the case in which an employee returns to the old PDS to perform substantial duty before the scheduled PCS date. An employee who was notified of a transfer to the TDY location could continue to be paid per diem until the end of the TDY assignment because the employee was expected to return to the old PDS for two or three weeks before the date on which the employee was to report to the new PDS.

b. Return to the old PDS for a weekend primarily to make moving arrangements is not considered to be performance of substantial duty at the old PDS as that term is used in par. C5083-E5a.

c. Notification of a transfer to the TDY location is not necessarily based on the date the employee receives a formal or written notice of the PCS, it may be based on the date that the employee actually knew officially that the TDY location was to become his PDS. The notice to the employee not only must be communicated to the employee by proper authority but should also be definite as to the action being taken so that the employee has no doubt concerning the PCS.

d. To eliminate any misunderstanding, the employee should be advised at the time the employee is notified of the PCS to the TDY location that the notification also terminates per diem at the TDY location. At the same time, or soon after, a PCS order should be issued. Round-trip travel expenses should be authorized as soon as possible for the employee's return trip to the old PDS so that the employee can begin making necessary arrangements in preparation for the PCS.

6. B-190107, 8 February 1978 (***http://redbook.gao.gov/16/fl0079622.php***). An employee performed intermittent TDY in Boston during June 1977. By PCS order dated 16 June 1977 the employee was transferred to Boston, effective 3 July 1977. While the general rule is that an employee, transferred to the place where the employee is performing TDY, may not be paid per diem after notice of such transfer, the rule is not applicable where TDY is intermittent and it is expected that the employee will return to headquarters for official duty prior to effective date of transfer.

7. B-205440, 25 May 1982 (***http://redbook.gao.gov/15/fl0071711.php***). An employee stationed in Washington, DC, who performed intermittent TDY in Hines, IL, after being notified of transfer to Hines effective 9 September 1978, nonetheless may be paid per diem when at Hines through December 30, 1978, since the employee was issued a TDY order to Hines during this period and until reporting to Hines on that date spent much time on assignment in Washington, DC.

8. B-213742, 5 August 1985 (***http://redbook.gao.gov/14/fl0065527.php***). Since employee was notified, while at a TDY station (Washington, DC), that Washington, DC, had been changed to the employee's PDS, the employee may be reimbursed for round-trip travel and transportation expenses incurred between Washington, DC, and Fort Collins to arrange for the movement of the employee's family and HHG and assisting in other matters incident to the relocation.

9. 64 COMP. GEN. 205 (1985) (***http://redbook.gao.gov/14/fl0066590.php***). An employee received travel and per diem during an alleged 6-month detail in Washington, DC, and then was permanently assigned to Washington. Whether a particular location should be considered a temporary or permanent duty station is a question of fact to be determined from the order directing the assignment, the duration of the assignment, and the nature of the duties to be performed. Under the facts and circumstances of this case, it was concluded that the employee's 6-month detail in Washington constituted a legitimate TDY assignment. Therefore, the employee was authorized TDY allowances in Washington until the day the employee received definite notice of transfer there.

10. 69 Comp. Gen. 424 (1990) (***http://redbook.gao.gov/12/fl0057075.php***). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by POC to retrieve stored HHG. The employee is authorized en route per diem and MALT for the round-trip since relocation travel by POV is deemed to be to the GOV'T's advantage.

11. B-253033, 16 November 1993 (***http://archive.gao.gov/lglpdf64/151405.pdf***). An employee's official duty station was Salt Lake City, UT. The employee was on a TDY assignment in San Bernardino, CA, where the employee was selected for a permanent position. However, the employee's final TDY period in San Bernardino was terminated by a return to Salt Lake City for substantial official business. The transfer effective date for per diem purposes is the date on which the employee returned to San Bernardino to stay at the new position, after completion of official business in Salt Lake City.

C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. A service agreement providing for return travel and transportation allowances; and

2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and

3. Resigned or been separated involuntarily. ***A resignation must be executed before the employee leaves the OCONUS activity.***

NOTE: Par. C5090 for specific regulations concerning a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

*2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence (CBCA 1707-TRAV, 12 January 2010).

3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).

4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.

5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, 26 September 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.

2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c) and GSBCA 16235-RELO, 16 October 2003)

a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.

b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 2 years from the separation date.

c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.

d. ***If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.***

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time. Ch 5, Parts C and D.

2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and

2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. C1052-E3), even though the employee is employed, without a break in service, by a different DoD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD Component, when PCS allowances are authorized by the gaining DoD Component. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DoD Component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. Par. C5550-B.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) Example 1. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Dayton, OH. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) Example 2. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD Component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) Example 3. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Denver, CO. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) Example 4. The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the GOV'T's interest, there is no authority for other than separation travel and transportation allowances.

C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. Individuals Covered. This part is applicable to:

a. SES positions; and

b. Non-SES appointees if the appointee:.

(1) Has a rate of basic pay at Level V or higher of the Executive Schedule;

(2) Was previously an SES career appointee; and

(3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.

2. Exclusions. This Part does not apply to an SES employee who is a:

a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;

b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or

c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:

a. Satisfied the eligibility criteria in par. C5090-B; and

b. Dies in GOV'T service;

c. Died after separating from GOV'T service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, but only after the employee has actually separated from Federal service. ***Any expenses incurred prior to actual separation are not reimbursable.*** GSBCA 16328-RELO, 12 April 2004. Employee requirements:

1. Was geographically transferred/reassigned in the GOV'T's interest and at GOV'T expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

a. One SES career appointment to another; or

b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or

c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. At transfer/reassignment time was:

a. Eligible to receive an annuity for optional retirement under 5 USC §8336(a), (b), (c), (d), (e), (f), or (j), Chapter 83, Subchapter III (Civil Service Retirement System (CSRS)); or under 5 USC §8412, Chapter 84, Subchapter II (Federal Employees Retirement System (FERS)); or

b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or

c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 USC §8336(d), Chapter 83, Subchapter III; or 5 USC §8414(b); or 5 USC Chapter 84, Subchapter II;

3. Is eligible to receive an annuity upon separation (or, in the case of death in GOV'T service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC Chapter 83, Subchapter III (CSRS), or 5 USC Chapter 84 (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and

4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

a. Name, grade, and SSN;

b. Name of spouse;

c. Name(s) and age(s) of dependent children;

d. Move origin and destination;

e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the DoD Component head, travel and transportation expenses are paid for an eligible employee. Par. C5090-A. Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;

2. Transportation expenses under par. C5100, but not per diem, for the employee's dependent;

3. MALT under par. C5050 if travel is performed by POC; and

4. HHG transportation and SIT (Ch 5, Part D) NTE 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the employee's family,

2. TQSE,

3. MEA,

4. Residence sale and purchase expenses,

5. Lease-breaking expenses,

6. NTS of HHG,

7. RIT allowance, and

8. Relocation services.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate (or more than One) Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the GOV'T would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.

3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F are met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)

H. Funds Use. ***Travel advances must not be issued to cover any of the expenses authorized by this Part.*** Travel and transportation arrangements should be made through GOV'T-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement is NTE the POLICY-CONSTRUCTED AIRFARE (APP A) for transportation of the individual and dependents, or, for moving and storage of HHG, the applicable allowances under the commuted rate schedule (or the GOV'T-arranged move cost if that is the directed transportation method).

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)

SECTION 1: GENERAL

C5150 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. (APP A3 -- HHG transportation).

C5152 ELIGIBILITY

The following are eligible for HHG transportation and SIT at GOV'T expense when relocation is in the GOV'T's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;

2. A new appointee to the first CONUS/OCONUS official duty station;

3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;

4. An SES employee authorized last move home benefits (FTR §302–3.304);

5. An employee authorized a TCS.

C5154 BASIC ALLOWANCES

A. General

1. An employee/appointee, who is authorized a move at GOV'T expense is authorized HHG transportation.

2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302–8.1)

   (a) CONUS isolated PDS;

   (b) OCONUS PDS to which HHG transportation is limited;

   (c) OCONUS PDS and NTS is in the GOV'T's best interest or cost effective to do so; or

   (d) TCS (par. C5715-B3).

3. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

4. NTS of HHG is not permitted for a career SES employee for last move home.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 pounds net weight for each employee. Par. C2304 for baggage allowances.

NOTE: Under no circumstances may the GOV'T pay any expenses associated with excess weight.

C. Professional Books, Papers, and Equipment (PBP&E) (APP A1).

1. Policy. PBP&E are HHG and are part of the PCS weight allowance. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C3 (FTR §302-7.4).

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

a. Before shipment occurs, an itemized PBP&E inventory must be provided for review by an official designated by the authorizing/order-issuing command.

b. Appropriate evidence (as determined by the authorizing/order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.

*c. An appropriate official designated by the authorizing/order-issuing command at the new PDS must review and certify that the itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS. The same official must further certify that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS. CBCA 1517-RELO, 23 December 2009.

3. Administrative Expense. When the PBP&E are authorized for shipment as an administrative expense:

a. The transportation cost is not chargeable to travel and transportation expenses appropriations.

b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) (FTR §302-7.13).

c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. C5170-D.

e. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense (FTR §302-7.17). Par. C5167-C details HHG transportation from OCONUS to CONUS PDSs.

4. Administratively Restricted HHG Weight

a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C3.

b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)

c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in APP F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.

2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.

3. The employee's PCS order should show the consumable items authorized weight allowance in APP F.

4. Consumable goods are transported like HHG.

E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance. GSBCA 16131-RELO, 21 July 2003. ***Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.***

F. HHG Transportation Expenses

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

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

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

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

d. SIT NTE 90 days, as applicable. Par. C5190-B1.

NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of time in storage within the authorized 2-year period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at GOV'T expense may be extended for the time period of an extension granted under par. C5750-C.

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:

a. Exceeding the authorized weight allowance;

b. Transportation between other than authorized locations;

c. Transportation of articles that are not HHG (APP A3 -- Household Goods);

*d. Transportation in more than one lot (other than a UB shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-C);

e. Special services requested by the employee, i.e., the cost of increased valuation liability; and,

f. Transportation related costs that are incurred by the GOV'T due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. ***DTR 4500.9-R, Part IV, Ch 401; website http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_401.pdf.***

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used.

2. Documents

a. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow DoDFMR procedures regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

(a) Individual paid receipts (for $75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and

(c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

(a) Proper weighing facilities are not available at origin/any point en route/destination, or

(b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.11). HHG loss or damage claims are submitted IAW Service regulations.

I. Services. HHG (APP A3) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;

2. A shipment originates at the last PDS and the remainder originates at one or more other points;

3. The destination is the new PDS or another point; or

4. The destinations for the HHG are the new PDS and one or more other points.

NOTE: The total amount paid by the GOV'T must not exceed the cost of transporting the HHG in one lot by the method selected under par. C5160, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS (FTR §302-7.7).

J. Employee Married to an Employee or to a Uniformed Service Member. An employee married to another employee or to a uniformed service member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse (employee or uniformed member) may also have a PCS order. B-202023, 4 December 1981 and 54 Comp. Gen. 892 (1975). JFTR, par. U5012-C for HHG transportation for a uniformed member married to a civilian employee when both are authorized HHG shipments to the same new PDS.

Example 1. An employee and the employee's uniformed member spouse each receive a PCS order. The member's PCS weight allowance is 12,500 lbs. JFTR, par. U5310. The employee's PCS HHG weight allowance is 18,000 lbs. Par. C5154-B. Together they may ship 30,500 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG.

Example 2. An employee-married-to-another-employee couple each receive a PCS order. Each employee's PCS weight allowance is 18,000 lbs. Pars. C5000-B1a and C5154-B. Together they may ship 36,000 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG. ***Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees. GSBCA 16608-RELO, 3 August 2005.***

K. HHG Transportation between Local Residences

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the GOV'T's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. B-138678, 22 April 1959 and 52 Comp. Gen. 293 (1972).

NOTE: SIT is not authorized.

2. Local Transportation Costs

a. Local transportation costs are charged to the command authorizing the transportation.

b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.

c. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. C5170-D.

d. The 18,000-pound limitation (par. C5154-B) and the 4,500-pound limitation (par. C5168) do not apply to this HHG transportation authorized.

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SECTION 2: HHG TRANSPORTATION

C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee's control, and

2. Authorized/approved by the Headquarters of the DoD Agency concerned.

C5160 TRANSPORTATION METHODS (FTR §302-7.100-201)

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

B. UB

1. General

a. UB weight is part of the total authorized HHG weight allowance.

b. UB is defined in APP A1.

c. Express and freight shipments made by the GOV'T must be made under GOV'T transportation policy and procedures.

2. Weight Allowance. Except as in par. C5160-B4, the UB weight allowance is 350 pounds net weight for each adult and dependent age 12 or older, and 175 pounds net weight for each child under age 12 (par. C5170).

3. Transportation. Except as in par. C5160-B4, UB must be transported under GOV'T transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

(1) The UB total transported by air (or any expedited mode) must not exceed 1,000 pounds net weight.

(2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.

(3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's or dependent's transportation departure time.

b. Conditions. UB may be transported by air when:

(1) Transportation by the lowest overall cost mode cannot provide the required service,

(2) The employee certifies the UB is necessary to carry out the assigned duties, or

(3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. GOV'T-procured. The GOV'T contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:

a. The HHG transportation authority, and

b. That the HHG are to be transported by a GOV'T-arranged move, and

c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured. The employee must make the necessary arrangements for the HHG move, and pay for the move. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a GOV'T-arranged move for the same HHG weight (par. C1101 - allowable travel advances).

3. GOV'T-arranged Move Cost. The GOV'T-arranged transportation cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight transported, NTE the maximum weight (18,000 lbs). The OCONUS cost is constructed using the single factor rate (SDDC website: ***http://www.sddc.army.mil/public/Personal+Property/)***.

D. Commuted Rate (FTR §302-7.13)

1. Applicability. The commuted rate system may be used only for interstate HHG shipments between CONUS PDSs. The commuted rate system is not authorized for intrastate moves.

2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) for carrier services provided, including:

a. Transportation,

b. Packing,

c. Unpacking,

d. Crating,

e. Drayage, and

f. SIT.

NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begin movement.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables. Contact GSA (http://www.gsa.gov/Portal/gsa/ep/contentView.do?CONTACT_ID=Travel+Management+Policy&CONTACT_TYPE=GROUP&contentType=GSA_CONTACTS).

NOTE: The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may ship HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and

2. Cost of GOV'T-procured HHG transportation in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.15). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. All HHG transportation for which the GOV'T pays must:

a. Be only for HHG within the employee's authorized HHG weight allowance;

b. Not exceed the GOV'T-arranged move transportation cost of transporting the HHG combined weight in one lot between authorized places, when GOV'T-arranged move is available; and

c. Be made on U.S. flag carriers, when reasonably available.

2. HHG may not be moved at GOV'T expense when:

a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),

b. The employee violates the agreement under which the HHG originally were transported,

c. The employee has no transportation at GOV'T expense authorized by JTR, or

d. Authorized transportation does not begin within the prescribed time limits.

3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

2. If the estimated costs are more than $100 different, the more economical method must be authorized on the PCS order.

3. An employee's request for a particular method is the determining factor if the costs are within $100 of each other.

4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.

5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).

6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

CONSIDERATIONS (FTR §302-7.14)		
Method	**Advantages**	**Disadvantages**
Commuted Rate	1. The GOV'T is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The GOV'T cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. ***Commuted rate method does not apply to intrastate moves***; and 4. ***Commuted rate method may not fully reimburse employee's out-of-pocket expenses.***
Actual Expense	1. The GOV'T may take advantage of special discounts offered.	1. The GOV'T is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The GOV'T's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

*I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. DTR 4500.9-R, Part IV (***http://www.transcom.mil/j5/pt/dtr_part_iv.cfm***).

C5165 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Employees. Par. C5000-B.

*B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at GOV'T expense.

*C. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the GOV'T, and may not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased***. The net weight of such shipments is charged against the employee's weight allowance.

*D. Mobile Home Allowances. Par. Ch 5, Part F.

*E. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

*F. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 2 years from the employee's report date at the new PDS under par. C1057, C5080-E, or C5750-C authority IAW Agency/Service regulations (CBCA 524-RELO dated 21 March 2007 -***http://www.cbca.gsa.gov/2007Relo/s524-RELO.pdf***).

NOTE: An employee's report date is the date the employee actually reports for work.

1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date at the new PDS. Par. 5080-E contains HHG movement delay incident to successive PCS assignments.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 2 years from the employee's report date at the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska***.

c. Par. C5080-E contains HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.

(2) If practicable, HHG transportation is concurrent with the employee's departure or as soon afterward as appropriate transportation is available.

(3) Par. C5080-E contains HHG movement delayed because of successive PCS assignments.

b. New PDS Reassignment. Under no circumstances can HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

(1) The HHG transportation authority (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (NTE 2 years) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.

(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 2 years from the employee's separation effective date.

(4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. ***SIT in excess of 180 days at GOV'T expense cannot be authorized/approved except as noted in par. C5191.***

*G. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

C5167 TRANSPORTATION UNDER A PCS ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.

2. The destination may be the new PDS, some other point selected by the employee, or both.

3. The GOV'T's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.

4. When the travel is to a first PDS, the GOV'T's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5110.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

Example. An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at GOV'T expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at GOV'T expense incident to a PCS, separation, or dependent early return (pars. C5115 and C5450).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

(1) The advance return transportation of all or any part of an employee's HHG (at GOV'T expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, par. C5450 for the dependent's early return.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the GOV'T even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the GOV'T's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of $75 or more.

b. Unauthorized Return

(1) Advance HHG transportation at GOV'T expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the GOV'T's interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) ***GOV'T transportation facilities may not be used ICW the advance HHG transportation.***

c. Employee Returning for Separation

(1) HHG of an employee returning for separation may be transported at GOV'T expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

(2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination must not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. Similarly, reimbursement for transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's service agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's service agreement (CBCA 1162-RELO, 1 July 2008).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from GOV'T service (FTR §§302-7.17, 302-7.303; and JTR, par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at GOV'T expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at GOV'T expense from a safe haven location to the evacuated employee's assigned PDS.

SECTION 4: HHG STORAGE

C5190 STORAGE IN TRANSIT (SIT)

NOTE: The maximum total time limit for SIT is 180 days (FTR §302-7.8).

A. General (FTR §302-7.107). SIT is short-term storage that is part of HHG transportation. SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for local HHG moves when no PCS exists.

B. Time Limitation

1. General. SIT (ICW authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense AGENCY designated official. If no additional storage is authorized/approved, the employee is financially responsible for additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (par. C5190-B1 and ***NOTE*** after par. C5190 heading) includes:

a. An intervening TDY or long-term training assignment,

b. Non-availability of suitable housing,

c. Completion of residence under construction,

d. Serious employee illness,

e. Dependent illness or death,

f. Strikes,

g. Acts of God,

h. Other circumstances beyond the employee's control, or

i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense (par. C5370-B).

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified warehouse bill copies, are required for individual expenses of $75 or more IAW par. C1310.

*D. HHG Partial Lot Withdrawal and Delivery from SIT (FTR, §302-7.3)

*1. HHG may be transported and stored in multiple lots.

*2. The maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

*3. If the employee removes items from storage, and the carrier bills the GOV'T for that removal, the employee is financially responsible for any excess cost to the GOV'T.

C5191 180 DAY SIT LIMIT EXTENSION

A. General. The maximum SIT limit of 180 days authorized in par. C5190 is generally adequate for most PDT.

B. Requirements. ***Only in very limited circumstances can SIT be authorized beyond 180 days, (i.e., when the maximum SIT period is insufficient for an employee on a PCS that is interrupted by an en route TDY assignment to a location such as Afghanistan or Iraq (CBCA 875-RELO, 9 January 2008)).*** A SIT extension request must be submitted by the employee's AGENCY/command to PDTATAC for determination. Documentation required is the AGENCY's/command's requesting memo, TDY and PCS orders, and the previous second 90-day SIT authorization/approval by the Service/Defense AGENCY designated official. The requesting memo must indicate the reason(s) for SIT beyond 180 days, scheduled TDY assignment duration, and the additional SIT days required by the employee.

C. Authority. PDTATAC may authorize/approve extensions of the 180-day SIT period for the TDY assignment duration, plus 90 additional days, on a case-by-case basis (***NOTE: Involving Iraq and Afghanistan***) IAW GSA Waiver Memo dated 28 June 2005.

D. Submission Process. Three submission options are available to the employee's command to request SIT beyond 180 days. Extension requests should be submitted via the AGENCY's Civilian Advisory Panel (CAP) member. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the Per Diem Committee website by clicking on the Telephone Directory Tab.

1. Email: From the AGENCY/command via email through the CAP representative to ***sit-extensions@dtmo.pentagon.mil.***

2. Fax: COML: (703) 696-7890, DSN: (312) 426-7890

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

E. Restrictions. In no case may the maximum time limit for SIT exceed 180 days. SIT beyond 180 days is not authorized for any reason listed in par. C5190-B2 or ICW a TCS order IAW par. C5715.

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. An employee who performs PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS is eligible for NTS of HHG.

2. Agreement and Liability Conditions

a. Expenses for NTS of HHG at GOV'T expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in GOV'T service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the AGENCY concerned.

b. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

c. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the GOV'T is IAW finance regulations.

3. Authority

a. NTS is allowed when the official designated by the Service/Defense AGENCY determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

(1) Available housing at the PDS can accommodate the HHG,

(2) Adequate housing is available within daily commuting distance, or

(3) It is for the employee's convenience.

4. Exceptions. NTS ICW a PCS to a designated isolated CONUS PDS may be subsequently approved for:

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at GOV'T expense, and

c. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at GOV'T expense.

5. Time Limitation (FTR §302-8.108)

a. NTS at GOV'T expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

b. Eligibility for NTS at GOV'T expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at GOV'T expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

Example 1	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5c)
Command approves storage extension to the 90th day after the last day of work at the PDS:	29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. C5195-A5c))

Example 2	
Storage terminates:	4 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5b) Employee's eligibility ended: 4 August 1st month after the month (August) the employee's eligibility ended was: September 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90th day after the last day of work at the PDS:	2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. C5195-A5c))

6. Storage Place. The transportation officer determines the NTS location.

*7. Allowable Costs. APP A1 NON-TEMPORARY STORAGE (NTS).

8. Documentation

a. NTS authority must be in the PCS order.

b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the DTR 4500.9-R, Vol. IV, Ch 406, par. C, (***http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-406.pdf***) showing the HHG weight and date placed in NTS.

c. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense AGENCY for a decision.

B. HHG NTS ICW Moves to and between OCONUS Areas (FTR §302-8.200-203)

1. General

a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at GOV'T expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

b. The conversion of HHG from SIT to NTS, at GOV'T expense, and from storage at personal expense to NTS at GOV'T expense, may be authorized/approved when the employee is authorized the conversion IAW this Volume.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

a. Employee is not authorized to transport HHG to the PDS,

b. Employee is unable to use HHG at the PDS,

c. Storage is authorized in the GOV'Ts best interest, or

d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation (FTR §302-8.203)

a. NTS, at GOV'T expense, may be authorized for a period NTE the tour of duty.

b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at GOV'T expense may continue until the beginning of the 2nd month after the month that eligibility ends ***unless*** the losing OCONUS command extends the period.

d. The losing OCONUS command may extend the period of NTS at GOV'T expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

e. The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

Example	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-B3c) Employee's eligibility ended: 31 August 2009 1st month after the month (August) the employee's eligibility ended was September; 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60th day after the last day of work at the PDS:	30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS at GOV'T expense, the following actions must be taken:

a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

(1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For an Army civilian employee: The transportation officer also must forward a DD Form 1164 copy and any amendments, and the employee's PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.***, and

(2) The original warehouse inventory receipt.

b. The gaining OCONUS personnel office must:

(1) Establish an employee NTS HHG file that:

(a) Is separate from official personnel records;

(b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

(2) Furnish the FY fund citation to the Transportation Officer;

(3) Inform the transportation officer if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

a. Partial or Full Removal. An employee, whose HHG are in NTS at GOV'T expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. GOV'T-paid Expenses. The GOV'T is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(2) Return transportation is authorized by this Volume for the employee.

c. Employee-paid Expenses

(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C5450-A.

(2) When the employee earns return transportation at GOV'T expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at GOV'T expense.

(3) Example. After serving 12 months of a 3 year tour, an employee paid $2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the $2,000 NTE $2,200 (the cost to remove HHG two years later). If the cost two years later was $1,800, the employee would have been reimbursed only $1,800 of the $2,000 actually spent.

d. Documentation. Paid expense receipts of $75 or more are required.

e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at GOV'T expense prior to receiving a new PCS order.

C. NTS of HHG for a DoDDS Employee (FTR §302-8.300-301)

1. Storage between School Years

a. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.

b. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:

(1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

(2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

(3) DoDDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) GOV'T QTRS occupancy,

(b) A QTRS allowance (20 USC §905(c)) ***NOTE: If a QTRS allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs.***, or

(c) Any other HHG storage to which that DoDDS employee is authorized by this Volume through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

(1) Commercial storage costs (including related services), or

(2) The value of the storage furnished (including related services) if the HHG were stored in a GOV'T facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

a. May be authorized/approved by the AO if it is in the GOV'Ts best interest;

b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;

c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;

d. Cannot exceed the applicable weight allowance for which there is authority in this Volume;

e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

(1) Report for duty at the OCONUS PDS when leave without pay ends, or

(2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

*D. NTS Converted to SIT

*1. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the employee's request to SIT, in whole or in part if the employee is authorized transportation/NTS under an order.

*2. The conversion is at GOV'T expense.

*3. Unless otherwise provided in par. C5191, no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

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SECTION 1: GENERAL

C5800 GENERAL

A. DoD Contract Services. A DoD component may offer relocation services to an eligible employee. DoD currently has a contract with a private firm. Examples of these services are:

1. Home sale programs;
2. Home finding assistance;
3. Home marketing assistance;
4. Property management (PM) services (Ch 5, Part Q, Sec 2); and
5. Mortgage finding assistance.

B. DoD Component Responsibilities. Each DoD component must determine:

1. Which employee is offered relocation services use, and
2. To what extent relocation services are offered, and
3. Under what conditions relocation services are offered

to an employee transferring within/between DoD components or to another agency.

C5805 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if an employee:

1. Transfers from one PDS to another in the GOV'T's interest (not primarily for the employee's convenience/ benefit, or at the employee's request (other than answering a vacancy announcement)), and
2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;
2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); or
3. An employee assigned/transferred to/from a foreign PDS except an employee eligible for:
   a. Residence transaction expenses reimbursement in par. C5750-D, and
   b. PM services IAW Ch 5, Part Q2.

C. Limitations. If the employee violates the service agreement terms, the GOV'T reserves the right to recover, from the employee, all payments made on the employee's behalf to the relocation company IAW Ch 5, Part L.

D. TCS. A service agreement is not required for PM services, IAW par. C5830, for a TCS.

C5810 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Once relocation services have been offered to the employee, the employee must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract (CBCA 647-RELO, 9 Aug 2007 and FTR, §302-12.5).

C. Payment Restrictions

1. An eligible employee must meet the title requirements in par. C5750-G.

2. A DoD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-GOV'T employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C5750-H. The same logic and provisions apply regarding relocation services.

D. Maximum Home Value

1. Under the DoD relocation contract the maximum home value for which home sale services are payable is $750,000, unless waived by the funding activity.

2. If a home is sold under a home sale program at a price exceeding $750,000, the employee is responsible for any additional costs unless the maximum is waived IAW component regulations.

E. Order. The authorization for Relocation Services must be on the original PCS order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home) ICW APP I3, par. E1b(7).

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 1: DEFINITIONS (JFTR/JTR)

As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.

ACCOMMODATIONS

A. APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. This list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site (***http://www.usfa.fema.gov/hotel/indes.htm***).

B. COMMON CARRIER

1. Premium-Class

a. First-class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first-class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers. JFTR, par. U3125-B2a/JTR, par. C2204-B2a for first-class transportation authority.

b. Business-Class. A premium accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than coach/economy and lower than first-class for cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a class of service offered on Amtrak Acela/Metroliner extra fare train service. JFTR, par. U3125-B2b/JTR, par. C2204 for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).

2. Economy-/Coach-Class. The basic accommodations class offered by commercial airlines, passenger rail carriers, passenger ships, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy-class (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business-class/true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

3. Slumber Coach. Slumber coach accommodations on trains offering such accommodations, or the least expensive sleeping accommodations available on a train.

4. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

5. Single-Class. This term applies when an airline offers only one class of accommodations to all travelers (41 CFR §301-10.121).

C. PUBLIC**.** Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T; or

2. Treated as an apartment building by State or local law or regulation; or

3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

D. TYPES. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy or Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or other premium class.

2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).

3. Security (Enclosed). Any private room that can be locked for security purposes.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

AGENCY

A. Includes:

1. An Executive agency, as defined in 5 USC §105;

2. A Military department;

3. An Office, agency or other establishment in the legislative branch;

4. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T-controlled corporation;

2. Member of Congress;

3. Office or committee of either House of Congress or of the two Houses;

4. Office, agency or other establishment in the judicial branch.

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

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (37 USC §101(4)).

ATTENDANT. An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a order/ITA, accompanies the member/employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and

2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and

3. May travel with the patient and attend to the patient's needs at the destination medical facility; and

4. Is appointed by competent medical authority.

AUTHORIZED.

1. Permission given before an act.

2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

AUTHORIZING/ORDER-ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE

A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.

B. GOV'T material may be included.

C. ***Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

1. Accompanied. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.

2. Excess Accompanied. Accompanied baggage in excess of the weight, size, or number of pieces carried without cost by a transportation carrier IAW JFTR, par. U3015-A/JTR, par. C2302-A.

3. Unaccompanied (UB). That part of a member's/employee's prescribed weight allowance of HHG that:

a. Is not carried free on a ticket used for personal travel,

b. Ordinarily is transported separately from the major bulk of HHG, and

c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

d. ***ICW PDT, PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.***

e. ***ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.***

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BUSINESS-CLASS. ACCOMMODATIONS

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. ***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).***

CAPACITY CONTROLLED CITY-PAIR AIRFARE. CITY-PAIR AIRFARE

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

CERTIFICATED AIR CARRIER. ***U.S. CERTIFICATED CARRIER***.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. ***Also referred to as Indirect Travel.***

CITY-PAIR AIRFARE. An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel (***www.gsa.gov/citypair).*** Airfares are priced on one-way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of airfares:

A. Standard City-Pair Airfare (YCA):

1. No advance purchase required

2. Last seat availability

3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City-Pair Airfare (-CA):

1. Lower prices than the standard city-pair rates

2. Limited number of seats on each flight

3. Not used for cost construction purposes.

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a GOV'T or commercial training facility.***

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or

2. Results in the call or order to, or retention on, active duty of Uniformed Services member under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T.

CONUS LOCALITY PER DIEM RATES. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: http://www.defensetravel.dod.mil/perdiem/pdrates.html.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on city-to-city distance (***not*** zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at ***dtod.sddc.army.mil***.

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. (Also ref the Defense Almanac ***http://www.defenselink.mil/pubs/almanac/*** and/or the Department of Defense at the mil.com website ***http://www.gov.com/agency/dod/agency.html***)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)	American Forces Information Service	Defense Advanced Research Projects Agency	Defense Security Cooperation Agency	National Defense Intelligence College (NDIC)
	Defense Prisoner of War/Missing Personnel Office	Defense Commissary Agency	Defense Security Service	
Department of the Army	Defense Technology Security Administration	Defense Contract Audit Agency	Defense Threat Reduction Agency	Defense Acquisition University
Department of the Air Force	DOD Counterintelligence Field Activity	Defense Contract Management Agency	Missile Defense Agency	National Defense University
Department of the Navy (including the Marine Corps)	DOD Education Activity	Defense Finance and Accounting Service	National Geospatial Intelligence Agency	
DOD Inspector General	DOD Human Resources Activity	Defense Information Systems Agency	National Geospatial Intelligence College	Joint Professional Military Education Colleges
	Office of Economic Adjustments	Defense Intelligence Agency	National Security Agency/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency		Uniformed Services University of the Health Sciences
	Washington Headquarters Services	Defense Logistics Agency	Pentagon Force Protection Agency	

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. **GOVERNMENT MEAL RATE** for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;

2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or

3. Serving without pay or at $1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW a order/ITA, accompanies the member/employee between authorized locations, when the member/employee:

   a. Travel is authorized by competent authority, and

   b. Is incapable of traveling alone, and

2. May be appointed by the member's/employee's commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. ***NON-TEMPORARY STORAGE*.**

FAMILY. ***DEPENDENT*.**

FEDERAL TRAVEL REGULATION. Regulation contained in Title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at GOV'T expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is subsisted in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate)., or

2. Students are participating in survival training, forage for subsistence, and improvise shelter.

Individuals furnished QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.

FIRST-CLASS. ACCOMMODATIONS

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FORMER CANAL ZONE AREA. Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

***NOTE 1*: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession, are separate geographical localities.**

***NOTE 2*: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.**

GOVERNMENT (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-CONTROLLED QUARTERS. QTRS (other than GOV'T or privatized QTRS) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE*: A GOV'T-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D/JTR, par. C2203-D (Personally procured moves) is not a GOV'T conveyance (52 Comp. Gen. 936 (1973)).**

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-A2b) by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp. ***NOTE*: A dining facility/mess established and operated primarily for enlisted member subsistence is not included unless the mess is used by/made available to officers, or used by employees**;

2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;

2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

3. Leased by the GOV'T for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A GOV'T-furnished automobile or a GOV'T aircraft.

GOVERNMENT MEAL RATE

A. Discount GOV'T Meal Rate:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.

2. $9.25 per day.

B. Standard GOV'T Meal Rate:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.

2. $10.80 per day.

GOVERNMENT MESS. ***GOVERNMENT DINING FACILITY/MESS.***

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS.

NOTE: Privatized housing, of any style or type and in any location, is not GOV'T QTRS.

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;

2. Lodgings or other QTRS obtained by GOV'T contract;

3. QTRS in a state-owned National Guard camp;

4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;

5. Temporary lodging facilities as defined in APP A;

6. Lodging facilities on a U.S. INSTALLATION owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;

7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and

8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in DoD 4165.63-M, DoD Housing Management (***http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf***), and implemented by appropriate Service regulations.

2. Non-DoD Services. Service regulations.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. ***GOVERNMENT TRAVEL CHARGE CARD.***

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. **GOVERNMENT CONVEYANCE**.

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169)**.** An accountable GOV'T document used to procure common carrier transportation services. The document obligates the GOV'T to pay for transportation services provided. **TRANSPORTATION REQUEST.**

NOTE: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. ***This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.***

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.***

HIGHEST CONUS M&IE RATE

$51 Effective for travel by car ferry ***on/ after 1 January 2005***
$64 Effective for travel by car ferry ***on/ after 1 October 2005***
$71 Effective for travel by car ferry on/after 1 October 2009

HOUSEHOLD GOODS TRANSPORTATION. ***TRANSPORTATION, HHG.***

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item. ***NOTE*: *The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

INDIVIDUALLY BILLED ACCOUNT (IBA). GOVERNMENT TRAVEL CHARGE CARD (GTCC)

INVITATIONAL TRAVEL. ***TRAVEL, INVITATIONAL***.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

LIGHT REFRESHMENTS. Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

LOCALITY PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: http://www.defensetravel.dod.mil/perdiem/pdrates.html.

LODGINGS-PLUS COMPUTATION METHOD. The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number**,** plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE*: *"Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. (Current rates, JFTR, par. U2600/JTR, par. C2500.).

MISSING STATUS. The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (JFTR, par. U3120-D/JTR, par. C2203-D),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member/employee **or** the member's/employee's dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). JFTR, par. U2605-B/JTR, par. C2505-B for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

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

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. ***Also referred to as Extended Storage***.

OCONUS LOCALITY PER DIEM RATES. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: http://www.defensetravel.dod.mil/perdiem/pdrates.html.

OFFICIAL STATION. ***PERMANENT DUTY STATION***.

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER. A written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel. Provides the traveler information regarding what expenses will be paid. Provides the CTO/TMC documentation for use of travel contracts and similar arrangements with transportation and lodging providers. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel. Types of orders:

A. Blanket Order. A order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and restricted to economy-class travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of premium-class transportation and/or an AEA. *The **Coast Guard** allows AEA on a blanket order.*

1. Unlimited Open. Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.

2. Limited Open. Allows the traveler to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

3. Repeat. Allows the traveler to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year.

B. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel ***must*** be authorized on a trip-by-trip basis:

1. Premium-class travel;

2. AEA travel (except the Coast Guard);

3. Conference travel;

4. Foreign travel;

5. Travel received from a non-federal source (donated travel);

6. Training-related travel; and,

7. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. ***AO.***

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/ Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

OVERSEAS. ***OCONUS.***

PER DIEM, REDUCED. ***REDUCED PER DIEM.***

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, USC, other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the U.S. and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoD Directive 5154.29, 9 March 1993).

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. ***ACCOMMODATIONS, PUBLIC.***

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.

2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.

2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. ***TERRITORIES AND POSSESSIONS OF THE UNITED STATES.***

POST OF DUTY. ***PDS*** An OCONUS PDS.

PREMIUM-CLASS. ACCOMMODATIONS

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). ***TRANSPORTATION.*** Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR, par. U3415-B/JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the GOV'T, is not a POC.***

PRIVATIZED HOUSING. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. ***Privatized housing is not GOV'T QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing***.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLOYEE. ***(Also called PRO or PRO-Gear. APP A2 for PBP&E for a member's non-member spouse.)*** HHG in a member's/ employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993). The following items are PBP&E:

1. Reference material;

2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

4. Communication equipment used by a member in association with the MARS (DoDD 4650.2);

5. Individually owned or specially issued field clothing and equipment;

6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and

7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

NOTE: Excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.

PROPORTIONAL MEAL RATE. The average of the standard GOV'T meal rate (***http://www.defensetravel.dod.mil/perdiem/faqgovmeals.html***) and the meals portion of the applicable M&IE rate (***http://www.defensetravel.dod.mil/perdiem/pdrates.html***) , rounded up to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RESERVE COMPONENT. The:

A. Army National Guard of the U.S.;

B. Army Reserve;

C. Naval Reserve;

D. Marine Corps Reserve;

E. Air National Guard of the U.S.;

F. Air Force Reserve;

G. Coast Guard Reserve; and

H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Lodgings that are not hotel or hotel-like accommodations.

SECRETARY CONCERNED. As defined in 37 USC. §101(5), the Secretary of:

A. The Army, with respect to matters concerning the Army;

B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;

C. The Air Force, with respect to matters concerning the Air Force;

D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SERVICES. ***UNIFORMED SERVICES*****.**

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD GOVERNMENT MEAL RATE. The daily rate paid for meals in a GOV'T DINING FACILITY/ MESS including the operating cost. **GOVERNMENT MEAL RATE** for current rates.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. JFTR, par. U5375/JTR, par. C5190. Also referred to as temporary storage.

TEMPORARY DUTY (TDY) LOCATION. ***TEMPORARY DUTY STATION*****.**

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the INSTALLATION. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.***

TEMPORARY STORAGE. ***STORAGE IN TRANSIT*****.**

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: ***www.saipan.com***).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. ***TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*** An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the U.S. by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

TRANSOCEANIC TRAVEL. Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. (JFTR, par. U3001/JTR. Ch 2 and JFTR/JTR APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H/JTR, Part D) for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1*: The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 37 USC §554/5 USC §5564 and is IAW Service regulations.**

***NOTE 2*: Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's/employee's financial responsibility.**

TRANSPORTATION REQUEST. A written GOV'T request (including a GTR which is defined) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume**.** When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

TRAVEL AUTHORIZATION/ORDER. ORDER.

TRAVEL CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at $1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E1 for spouse invitational travel.

TRAVEL MANAGEMENT CENTER (TMC). ***(CONTRACTED) COMMERCIAL TRAVEL OFFICE/ TRAVEL MANAGEMENT CENTER (CTO/TMC)*** and ***TRAVEL MANAGEMENT SYSTEM (TMS)***.

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/ TMC, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.

***NOTE 1*: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.**

***NOTE 2*: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.**

TRAVEL ORDER. ***ORDER.***

TRAVEL STATUS. The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control ***(JFTR, par. U2200/JTR, par. C1060).***

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

UNACCOMPANIED BAGGAGE. ***BAGGAGE, UNACCOMPANIED***.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES (U.S.). The 50 states and the District of Columbia.

U.S.-CERTIFICATED AIR CARRIER. A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. ***U.S.-CERTIFICATED AIR CARRIER*.**

U.S. INSTALLATION. A base, post, yard, camp or station:

A. Under the local command of a uniformed service,

B. With permanent or semi-permanent-type troop shelters and a GOV'T DINING FACILITY/MESS, and

C. At which there are U.S. GOV'T operations.

***NOTE*: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the INSTALLATION.**

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. ***HOUSEHOLD GOODS-WEIGHT ADDITIVE.***

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 2: DEFINITIONS (UNIFORMED MEMBER ONLY)

As used in JFTR, and unless otherwise specifically provided in JFTR, the following definitions apply.

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

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

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

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, ***NOTE 2***.

ADVANCED TRAVEL OF DEPENDENTS. The movement of dependents based on a PCS order, but before member travel.

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

ANNUAL TRAINING DUTY. Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (DoD and Service regulations). ***NOTE: Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements; i.e., operational support.***

AUTOMOBILE MILEAGE RATES. ***MILEAGE (ALLOWANCE).***

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

COMMAND SPONSORED DEPENDENT. ***DEPENDENT, COMMAND SPONSORED.***

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

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

DEPENDENT. Defined by 37 USC §401.

NOTE: Exception. For authorization purposes under JFTR:

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;

2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.

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

1. A member's spouse;

2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987));

3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.***;

4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);

5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;

6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;

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

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

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

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

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

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

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

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

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

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

(1) Has not attained age 21, or

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

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

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

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

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

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

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

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

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

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

The following pertinent information is quoted from the DoDFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted IAW state law.

(Par. 260403) Validity of Member's marriage. Any case in which the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. U10104-G3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

a. Army
DFAS-PMTEC-C/IN
8899 East 56th Street
Indianapolis, IN 46249-0855

b. Navy
DFAS-CL/PMMACB
1240 East 9th Street
Cleveland, OH 44199-2055

c. Air Force
DFAS-PMJPD/DE
6760 East Irvington Place
Denver, CO 80279-3000

d. Marine Corps
Commandant of the Marine Corps (MRP-1)
3280 Russell Avenue
Quantico, VA 22134-5143

e. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333

f. Coast Guard
Commanding Officer (LGL)
Coast Guard Personnel Service Center
Federal Bldg.
444 S.E. Quincy Street
Topeka, KS 66683-3591

g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
5600 Fisher Lane, Room 4-50
Rockville, MD 20857-0001

Pertinent GSBCA decisions
GSBCA 15947-RELO, 31 March 2003 available at: ***http://www.gsbca.gsa.gov/relo/r1594703.txt***
GSBCA 15382-RELO, 20 December 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1538220.txt***
GSBCA 15207-RELO, 19 May 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1520719.txt***
GSBCA 14673-RELO, 9 December 1998 available at: ***http://www.gsbca.gsa.gov/relo/r1467309.txt***
GSBCA 14122-RELO, 16 March 1998 available at: ***http://www.gsbca.gsa.gov/relo/r141220.txt***

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

DEPENDENT, COMMAND-SPONSORED. (**DEPENDENT**) A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity. Command sponsorship is not required to receive OHA at the with-dependent rate.

DEPENDENT-RESTRICTED TOUR. A tour at any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as an unaccompanied hardship overseas tour or remote tour. Also describes a tour at a station at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. DoDI 1315.18, par. E2.1.13.

DESIGNATED PLACE. Except as used in Ch 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;

2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***;

3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;

4. The OCONUS place in the old PDS vicinity at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;

5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at GOV'T expense.

NOTE 2: For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), pars. U6002-A and U6051-A.

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DUTY STATION. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of

   a. Appointment to regular Service from civilian life or an RC;

   b. Being called to active duty or active duty for training for 20 or more weeks;

   c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

   d. Enlistment or induction into the Service (regular or during emergency);

2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;

4. The home of a member upon:

   a. Retirement;

   b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;

   c. Release from active duty;

   d. Discharge, resignation, or separation, all under honorable conditions; or

   e. Temporary disability retirement.

EARLY RETURN OF DEPENDENT. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

EFFECTIVE DATE OF PCS ORDER. ***PCS ORDER EFFECTIVE DATE.***

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign-born dependent spouse.

HOME OF RECORD (HOR). The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

NOTE 2: Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.

***NOTE 3*: An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.**

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items ***(except those listed in 2 and 3)*** associated with the home and all personal effects (***NOTE 1***) belonging to a member and dependents on the effective date (***NOTE 2***) of the member's order that legally may be accepted and transported by an authorized commercial transporter.

***NOTE 1*: Par. U5310-E for an article involving a weight additive.**

***NOTE 2*: HHG acquired after the order effective date but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.**

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

2. Spare POV parts (APP A2) and a pickup tailgate when removed;

3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

4. Consumable goods for a member ordered to locations listed in APP F;

5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));

6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and

7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG ***do not*** include:

1. Personal baggage when carried free on commercial transportation;

2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (Ch 5, Part E for POV shipment);

3. Live animals including birds, fish and reptiles;

4. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:

a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or

b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));

5. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

6. HHG for resale, disposal or commercial use;

7. Privately owned live ammunition (B-130583, 8 May 1957);

8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

b. No storage is required, and

c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

INACTIVE DUTY TRAINING.

1. Inactive duty that is:

a. Duty prescribed for an RC member by the Secretary Concerned, or

b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by a National Guard member, including:

a. Unit training assemblies;

b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

***NOTE 1*: This term does not include work or study for a correspondence course of a uniformed service.**

***NOTE 2*: For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.**

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE*: An IPCOT order effective date is the first day of duty on the new tour.** No PCS movement is involved for a service member. However, dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailment of the initial overseas tour is not authorized. (Ref: DoDI 1315.18***). For USCG, Service directives.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity's or unit's mission or to the United States' presence in that area. ***NOTE*: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary Concerned.**

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LODGINGS IN KIND. Lodgings provided by the GOV'T without cost to the member.

NON-COMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

PCS ORDER EFFECTIVE DATE.

1. For a member being separated or retired, the last day of active duty. Below for an RC member being separated.

2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

3. An IPCOT order effective date is the first day of duty on the new tour. IPCOT definition.

***NOTE*: The following are examples of computing an authorization's/order's effective date:**

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
EXAMPLE 2	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS order effective date
EXAMPLE 3	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS order effective date

PER DIEM ALLOWANCE. The per diem allowance **(*also referred to as subsistence allowance*)** is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other reimbursable expenses (APP G). The per diem allowance covers all charges, including tax ***(except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - NOTE 1 below)*** and applicable service charges, for:

1. Lodging. Expenses for overnight sleeping facilities; (including GOV'T QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, ***and in a foreign OCONUS area only lodging tax (NOTE 2 below)***. ***NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.***

NOTE 1:

a. The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area (APP A) is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid.

b. The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in a foreign OCONUS area (APP A) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. Meals. Expenses for breakfast, lunch, dinner, and related taxes and tips. ***NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons***.

3. Incidental Expenses. Incidental expenses include:

a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (APP G for reimbursement of fees and tips incurred at transportation terminals.);

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Ch 3, Part F and Ch 1, Part C.***;

c. Personal laundry/dry-cleaning and pressing of clothing ***(except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – NOTE 2, below***);

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of GOV'T-sponsored contractor-issued travel charge card billings;

f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;

g. Potable water and ice (28 Comp. Gen. 627 (1949)); and

h. Tax and service charges on any of the expenses in items 2 through 3g.

NOTE 2:

a. The cost incurred during TDY travel (not after returning to the PDS) for laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a reimbursable expense (APP G) in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

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

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;

2. A change in the home port of a ship or mobile unit;

3. Change from home or from the PLEAD to the first PDS upon:

a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;

b. Call to active duty for 20 or more weeks or call to active duty for training (par. U2146 for exceptions) for 20 or more weeks;

c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);

d. Enlistment or induction into the Service (regular or during emergency); and

e. Change from the last PDS to home upon:

(1) Discharge, resignation, or separation from the Service under honorable conditions;

(2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;

(3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

(4) Retirement; and

(5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). ***Also called OFFICIAL STATION.*** The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

NOTE 1: The PDS geographic limits are:

a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For an invitational traveler

1. The corporate limits of the city or town in which the home or principal place of business is located; or

2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

NOTE 2: Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

***NOTE 3*: When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under par. U2146. Par. U2146 for examples of scheduled duration and extensions.**

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:

   a. Appointment to regular Service from civilian life or from an RC;

   b. Being called to active duty (including for training) for 20 or more weeks;

   c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or

   d. Enlistment or induction into the Service (regular or during emergency); or

   e. Temporary disability retirement.

2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

4. The member's home upon:

   a. Retirement;

   b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;

   c. Release from active duty;

   d. Discharge, resignation, or separation, all under honorable conditions; or

   e. Temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

***POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a member's dependent for the primary purpose of providing personal transportation that:

   a. Is self-propelled;

   b. Is licensed to travel on the public highways;

c. Is designed to carry passengers or HHG; and

d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same order.

2. As used in Ch 6, a POV is a motor vehicle that is owned by the member (or a member's dependent) and is for the personal use of the member or the member's dependents.

***NOTE: 1*: In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the member's responsibility.**

***NOTE 2*: A trailer, airplane, or any vehicle intended for commercial use is not a POV.**

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of a order.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR A MEMBER'S DEPENDENT SPOUSE. ***(Also called PRO or PRO-Gear). (NOT APPLICABLE TO AN EMPLOYEE'S DEPENDENT SPOUSE)***. HHG in a spouse's possession needed for the member's spouse employment or community support activities at the next or a later destination. The following items are PBP&E:

1. Reference material,

2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

3. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and

4. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE*: Excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.**

REPEAT ORDER. ***ORDER***.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS. Cost of maid service and fee for electricity.

SHORT DISTANCE MOVE. A move:

1. Involving HHG drayage or shipment for a short distance between residences;

2. To or from a NTS facility in the member's PDS area;

3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;

4. Incident to reassignment or PCS to a new PDS near the old PDS;

5. Between residences within a metropolitan area; or

6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

SPARE PARTS FOR A POV. ***POV, SPARE PARTS.***

STANDARD CONUS PER DIEM RATE. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates (http://www.defensetravel.dod.mil/perdiem/perdiemrates.html).

SUBSISTING OUT. The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.

3. Types: There are four types of TDY travel with different allowances:

a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.

b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).

c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. Those categories of travel found in JFTR, Ch 7.

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR. The authorized tour length at a specific overseas duty station for a Service member who is not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (APP A definition). For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour. DoDI 1315.18, par. E2.1.50.

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 USC §205.

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APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 3: DEFINITIONS (CIVILIAN EMPLOYEE ONLY)

As used in JTR, and unless otherwise specifically provided in JTR, the following definitions apply.

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

AGREEMENT. A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel.

APPROVING OFFICIAL. TRAVEL-APPROVING/DIRECTING OFFICIAL.

AUTHENTICATING OFFICIAL. AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).

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

COMMUTED RATE. A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). Par. C5160-D4.

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;

2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. ***NOTE: "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children.*** 50 Comp. Gen. 220 (1970)***;*** 66 id. 497 (1987))**.**;

NOTE 1: An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create

guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April 2004).

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and

4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 2: Generally, the individuals named in items 3 and 4 are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

NOTE 3: ICW the Missing Persons Act, "dependent" is defined in par. C7090-A for purposes of transportation eligibility under that Act.

NOTE 4: With respect to emergency leave travel, par. C7365-D.

NOTE 5: Whether an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

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

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

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

The validity of a common law marriage is determined by the law of the place in which ***it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary.*** *B-186179, 30 June 1976;* B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: http://www.gsbca.gsa.gov/relo/r1594703.txt
GSBCA 15382-RELO, 20 December 2000 available at: http://www.gsbca.gsa.gov/relo/r1538220.txt
GSBCA 15207-RELO, 19 May 2000 available at: http://www.gsbca.gsa.gov/relo/r1520719.txt
GSBCA 14673-RELO, 9 December 1998 available at: http://www.gsbca.gsa.gov/relo/r1467309.txt
GSBCA 14122-RELO, 16 March 1998 available at: http://www.gsbca.gsa.gov/relo/r141220.txt

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

1. The several departments and agencies of the Executive branch of the GOV'T.

2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

DUTY STATIONS. For the purpose of HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATION. The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE: In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.***

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EFFECTIVE DATE OF SEPARATION. The date an employee is separated from Federal service.

EMERGENCY TRAVEL. ***TRAVEL, EMERGENCY.***

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel authorizations or amendments.

***FUNDING ACTIVITY.** The command or organization whose funds pay for the travel.

HOUSEHOLD GOODS (HHG) (FTR, §300-3.1)**.** Items ***(except those listed in B and C)*** associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date (APP A)of transfer or appointment that legally may be accepted and transported by a commercial HHG carrier.

NOTE: Par. C5154-E for an article involving a weight additive.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

*2. Spare parts for a POV (APP A3), including automobile engine/transmission (GSBCA 14680-RELO, 17 September 1998), and a pickup tailgate when removed;

3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

4. Consumable goods for employees with PCS travel authorization to locations listed in APP F;

5. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);

6. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and

7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG ***do not*** include:

1. Personal baggage when carried free on commercial transportation;

2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (Ch 5, Part E for POV shipment);

3. Live animals including birds, fish and reptiles;

4. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

5. HHG for resale, disposal or commercial use;

6. Privately owned live ammunition (B-130583, 8 May 1957); and

7. Boats (other than those in A6 above); and

8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

b. No storage is required, and

c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDSs to seek a permanent residence.

IMMEDIATE FAMILY. DEPENDENT/IMMEDIATE FAMILY.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL. A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. JFTR, par. U2605 and JTR, par. C2505 for the current rate.

OCONUS

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

PER DIEM ALLOWANCE. The per diem allowance **(also referred to as subsistence allowance)** is a daily payment instead of actual expense reimbursement for the actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other reimbursable expenses (APP G). The per diem allowance covers all charges, including tax **(*except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - NOTE 1 below*)** and applicable service charges, for:

1. Lodging. Expenses for overnight sleeping facilities; (including GOV'T QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, ***and in a foreign OCONUS area only lodging tax. NOTE 2 below. NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.***

NOTE 1: Per diem does not include transportation and other miscellaneous travel expenses.

NOTE 2: The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. Meals. Expenses for breakfast, lunch, dinner, and related taxes and tips. ***NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.***

3. Incidental Expenses. Incidental expenses include:

a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. Par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.***;

c. Clothing laundry, dry-cleaning, and/or pressing ***(except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS –NOTE 3 below);***

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of GTCC billings;

f. Potable water and ice (28 Comp. Gen. 627 (1949)); and

g. Tax and service charges on any of the expenses in items 2 through 3f.

NOTE 3: The cost for laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G) in addition to per diem/AEA when travel within CONUS requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry/dry cleaning and pressing of clothing is not a reimbursable expense for OCONUS travel and is part of the IE included within the per diem/AEA authorized/approved for OCONUS travel.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). ***Also called OFFICIAL STATION.*** The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For an employee:

1. The corporate limits of the city or town in which stationed, or;

2. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions ***(e.g., McGuire AFB and Ft Dix)***) having definite boundaries in which the employee is stationed. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

B. For an invitational traveler:

1. The corporate limits of the city or town in which the home or principal place of business is located, or

2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions ***(e.g., McGuire AFB and Ft. Dix))*** having definite boundaries in which the home or principal place of business is located. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

NOTE: Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

PERMANENT DUTY TRAVEL (PDT). First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. Ch 5, Part A.

***POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, as well as automobile 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 (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;

2. Is licensed to travel on the public highways;

3. Is designed to carry passengers or HHG; and

4. Has four or more wheels ***(NOTE 3 below)***.

NOTE 1: In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

NOTE 3:

a. CONUS. A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.

b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

RENEWAL AGREEMENT TRAVEL (RAT). PERMANENT DUTY TRAVEL. Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. Ch 5, Part K, for eligibility and limitations.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member, the Principal member's designated representative, or:

A. Secretary of a Military Department,

B. Director of a Defense Component,

C. Director, Administration & Management for:

1. Office of the Secretary of Defense,
2. Washington Headquarters Services,
3. Organization of the Joint Chiefs of Staff,
4. Uniformed Services University of the Health Sciences,
5. U.S. Court of Military Appeals, and

D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

SEPARATE DEPARTMENT. DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.

SEPARATION TRAVEL. PERMANENT DUTY TRAVEL.

SHORT DISTANCE MOVE. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. Par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. ***POV, SPARE PARTS.***

STANDARD CONUS PER DIEM RATE

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates (***http://www.defensetravel.dod.mil/perdiem/pdrates.html***). Also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

SUBSISTENCE EXPENSES. PER DIEM ALLOWANCE.

TEACHER. A civilian who is a citizen of the U.S. and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS. There are four types of TDY travel with different allowances:

1. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.

2. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.

3. Deployment, Personnel Traveling Together Under an 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.

4. Special Circumstances Travel. Those categories of travel found in JTR, Ch 7.

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL, EMERGENCY. Travel that results from:

A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;

B. The death or serious illness of a member of the traveler's family; or

C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel-requesting officials for their own travel authorizations, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE: A travel request is subject to approval/disapproval by a travel-approving/directing official.***

UPON SEPARATION FROM FEDERAL SERVICE. All dates following the date an employee is separated from Federal Service.

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APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. ***Incidental Expenses (defined as part of per diem in APP A1) are different than these expenses.*** Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DoDFMR, Vol. 9, Travel Policy and Procedures at ***http://www.dtic.mil/comptroller/fmr/*** prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
ATM Use (Civilian Employee). 1. Reimbursable. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance. 2. Not Reimbursable. Administrative fees for an ATM use of a personal charge card. 3. DoDFMR, Volume 9, Chapter 3available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.			X	X
ATM Use (Uniformed Member) 1. Reimbursement is authorized for administrative fees for ATM use to obtain money with: a. The GTCC, or b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel, up to the amount authorized/approved by the AO for an ATM travel advance. 2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check. 3. DoDFMR, Volume 9, Chapter 3available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.	X	X		
Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation costs may: 1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any official travel. 2. Be authorized in advance of any official travel for DoD travelers IAW the Service/Agency regulations. 3. Be authorized/approved for the ***non-DoD travelers.*** 4. ***Not*** be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW official travel unless authorized by the Secretarial Process in advance of travel. JFTR, par. U3015 and JTR, par. C2302.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related baggage expenses incurred on official business. These expenses include: 1. Excess Baggage. Baggage, Excess Accompanied. 2. Baggage Transfer. NTE the customary local rates, and necessity for the transfer must be explained. 3. Baggage Storage (with explanation). 4. Baggage Checking. NTE the customary local rates. 5. Curbside Baggage Check-in Fee a. **Uniformed Member**. ***Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized.*** A tip, separate from the fee itself, is reimbursable. b. **Civilian Employee**. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.	X	X	X	X
Baggage Handling Tips 1. **Uniformed Member** a. Transportation Terminal. Reimbursement is authorized for customary tips for handling ***any*** baggage (personal and/or GOV'T) at a transportation terminal. b. Lodging Establishment. Reimbursement is authorized ***only*** for transportation-related tips for handling ***GOV'T property*** at lodging establishments. 2. **Civilian Employee**. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are ***not*** items for separate reimbursement ***except*** for the following: a. A traveler with a disability/special need (JTR, par. C7460-4), b. Handling of GOV'T property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.	X	X	X	X
Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X
Check Cashing. 1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country. 2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.	X	X	X	X
Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Communication Services. GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. ***Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.***		X		X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X
Currency Conversion Fees 1. Reimbursable. The "international transaction fee" for official qualifying transactions charged by the: - GTCC. This 1% charge is listed as a separate line item on the charge card billing statement. - Other than GTCC. When a member (***NOT A CIVILIAN EMPLOYEE***) is formally exempt from using the GTCC, this charge on a non-GTCC is reimbursable. 2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). ***NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion***. 3. Exchange Rates. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. Supplemental Vouchers. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X
***Disease Prevention Measures**. **When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.**	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X
Energy Surcharge Fees	X	X	X	X
Global Positioning System (GPS) for a Rental Car. The optional Global Positioning System (GPS) for a rental car is not reimbursable unless the AO can determine it was necessary for official business.		X		X
Green Card. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
GTCC 1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. Expedited Delivery. Reimbursable when authorized/approved by the AO.		X		X
Guide Services. Reimbursable when authorized/approved by the AO.		X		X
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during **TDY or PCS** travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel **within CONUS** requires at least 4 consecutive nights lodging. 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			**X**	**X**
Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of $2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16). 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		**X**		
Legal Service Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. ***http://travel.state.gov/travel/tips/safety/safety_1179.html*** for information on driving abroad. 4. ***This reimbursement applies only to members/employees but not their dependents.***	**X**	**X**	**X**	**X**
Lodging, Dual. Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		**X**		**X**
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
***Lodging, Mandatory Fees/Charges**. Separately reimbursable, in addition to room rate, when the expense is: a. not optional; and b. approved by the AO. Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'		X		X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		**X**		
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A). 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is $60/night, and lodging that costs $110/night is chosen, tax on $60 may be reimbursed, which is the maximum authorized lodging amount.	**X**	**X**	**X**	**X**

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable***.	X	X	X	X
Medical Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Mission-Related Expenses. Mission-related expenses ***are not reimbursable as travel expenses***. These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.				
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted. 3. 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X
Packer Services. Reimbursable when authorized/approved by the AO.		X		X
Paper Tickets. Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***Paper tickets bought for personal convenience are the traveler's financial responsibility.***	X	X	X	X
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. Reimbursement Eligibility a. General. Reimbursement is authorized for a: (1) Member, (2) Employee, and (3) Dependent (member's and/or employee's). b. **Uniformed Member**. Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. Item 5 below.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
c. **Civilian Employee**. Reimbursement authority is for an employee who is:	X	X	X	X
(1) A U.S. citizen (**NOTE: An eligible dependent does not have to be a US citizen**.)				
(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,				
(3) Serving under a service or renewal agreement, and				
(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or				
(5) Emergency Technical Support Personnel. Item 5 below.				
d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is:				
(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or				
(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.				
2. Acquired Dependent **(Uniformed Member Only)**. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.				
3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.				
4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.				
5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).				
6. Visa, Green card, and Photograph Fee for OCONUS Travel. These fees are reimbursable ICW official travel.				
7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.				
*8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are **not** reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.				
9. Passport Fees. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. ***http://www.state.gov/travelandbusiness/***. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).				
10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 11. Order for Visas and Physical Examinations. A order should be issued to authorize/approve (JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to: a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. 12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).	X	X	X	X
Personal Expenses. ***Personal expenses are not reimbursable.*** These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.				
Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	**X**		**X**	
Phone Calls (Official) 1. The AO: a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). 2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.		**X**		**X**
Physical Examination Fees. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Prepaid Phone Cards/Cell Phones. Communication Services.				
Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	**X**	**X**	**X**	**X**
Privately Owned Conveyance (POC) Use on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable: 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie-down fees.		**X**		**X**
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.				
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		**X**		**X**

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. Mission-related expenses.		X		X
Resort Fees. Resort fees, ***that are mandatory,*** are authorized.	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X			
Tips for Handling GOV'T Property. Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
Toll Collection Transponder Installed in a Rental Car. Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable unless the AO can determine it was necessary for official business.		X		X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
Visa and Photograph Fees for OCONUS Travel. Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				