

JOINT TRAVEL REGULATIONS, VOLUME 2 (JTR)**Change 536 — 1 June 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 June 2010 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

WILLIAM J. McCLOSKEY
COL, USA

Deputy Assistant Secretary of the Army
Military Personnel (Acting)

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: 23-10(E); 32-10(E); 34-10(I) through 36-10(I); and 38-10(I).

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

C1200; APP A4; APP O, Par. T4020-B9. Reinforces that the JTR addresses reimbursable allowances and expenditure of GOV'T funds only and that non-reimbursable expenses do not require authorization/approval.

C5060-B; C5060-H2; C5060-H4; C5060-I5; C5530-B; C5715-A2. Corrects the RAT example to reflect paying 75% M&IE for each calendar day for travel more than 12 but less than 24 hours. Also, corrects M&IE rate on return date to the destination (new OCONUS PDS) rate.

C5720-A. Corrects reference.

C5720-B; C5825-A1. Clarifies that discretionary allowances must be authorized when a TCS becomes a PDS.

C7700; APP S. Rewrites and aligns FEML travel information.

C7900. Rewrites and aligns courier travel information.

C7925 through C7929. Rewrites and aligns wording for travel and transportation to receive a non-federally sponsored honor award.

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JOINT TRAVEL REGULATIONS

VOLUME 2

CHANGE 536

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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Ch 5	Part I	524	524	524	524	524	524	524	524	524	524	524	524
Ch 5	Part J	527	527	527	527	527	527	527	527	527	527	522	522
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Ch 6	Part C1	517	517	517	517	517	517	517	517	517	517	517	517
Ch 6	Part C2	517	517	517	517	517	517	517	517	517	517	517	517
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Ch 7	Part E	520	520	520	520	520	520	520	520	520	520	520	520
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APP H	Part 4D	532	532	532	532	532	520	520	520	520	520	520	520
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PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

C1200 NON-REIMBURSABLE EXPENSES

A. General. The JTR addresses “reimbursable” allowances funded by the GOV’T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV’T cost, do not require authorization/approval, and are still not reimbursable regardless of the AO’s authorization or approval. Pars. C1200-B through C1200-D provide clarification.

B. Promotional Materials/Benefits

1. A traveler on official business traveling at GOV’T expense on agency (APP A1) funds may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
2. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV’T cost. Examples include vendor-provided complimentary upgrades to rooms or transportation accommodations and upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.
3. Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV’T property, and may only be accepted on the GOV’T’s behalf.
4. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from those funding authorities.

C. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler’s delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler’s financial responsibility.***
2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the GOV’T ([59 Comp. Gen. 203 \(1980\)](#)).

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

C1201 ADMINISTRATIVE INSTRUCTIONS

Each Service/Agency may issue necessary administrative instructions for the judicious administration of the provisions contained in these regulations.

C1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

The [Joint Ethics Regulation \(JER\), DOD 5500.7-R](#)

(http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) explains Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. The JER and par. C1200 also address acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel.

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, 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:

<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$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- G1a and C5060-G1c 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(1) and G1b(2) 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- G1a and C5060-G1c 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 <u>Standard CONUS per diem rate</u>.		
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 <u>Standard CONUS per diem rate</u> 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		
<i>NOTE: Par. C5060-E3 for the current <u>Standard CONUS per diem rate</u>.</i>		
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		
<i>NOTE: Par. C5060-E3 for the current Standard CONUS per diem rate.</i>		
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 ($771 \div 350 = 2$ 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	
<i>NOTE: Par. C5060-E3 for the current Standard CONUS per diem rate.</i>	
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-G.	
4. Since travel begins and ends on the same day, pars. C5060-G1a and C5060-G1c apply. Also par. C5060-H4.	
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		
<i>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.</i>		
\$78.00 (M&IE) rate x 75% for new PDS location =		\$58.50
Total reimbursement =		\$58.50
Per diem for the accompanying spouse is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is $\frac{1}{2}$ 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).	
<i>No per diem is payable on the employee's behalf for the employee's second trip.</i>	
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:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
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 POV 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/iglpdf64/151405.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).

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PART K: RENEWAL AGREEMENT TRAVEL (RAT)

C5500 GENERAL

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. *Pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

NOTE: *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

A. Eligibility. An employee must meet the requirements in par. C5503-B to be eligible for the allowances in par. C5500.

B. Requirements. Prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty (par. C5570-C and APP Q3 for prescribed tours of duty), and
2. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location IAW pars. C5536-A through C5536-C and return and any additional cost paid by the GOV'T as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Eligibility under pars. C5506 and C5509.

C5506 EMPLOYEE STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a PDS in Alaska or Hawai'i, continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a PDS in Alaska or Hawai'i under a written service agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in Alaska or Hawai'i.

C5509 EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a PDS in Alaska or Hawai'i after 8 September 1982, unless the DoD Component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DoD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill remote area positions.

3. DoD Component regulations must prescribe criteria and guidelines to determine the need for RAT.
4. The DoD Component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. *An employee must be advised in writing of this limitation.*

NOTE: *The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.*

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependent(s) is authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT (par. C5506). ***Par. C2203 for the mandatory use of CTOs/TMCs for transportation arrangements.*** Par. C5530 for per diem.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. RAT Denial. Except for teachers as in par. C5542, RAT may be denied only when the employee:

1. Is being processed for separation, or
2. Is going to be involved in a RIF, or
3. Has a removal action pending, or
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. RAT Delay

NOTE: *Delay may not be imposed on a DoDEA teacher.*

1. General

- a. RAT at GOV'T expense may not be denied to an employee who has earned it except IAW par. C5515-A.
- b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.
- c. RAT ordinarily is performed between OCONUS tours of duty (par. C5572-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander ([B-232179, 6 October 1989](#)) subject to leave being granted IAW personnel regulations.

2. Delay at Management's Request

- a. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if:

- (1) The employee is engaged on a project that is scheduled for completion within a reasonable time.
 - (2) There is a temporary personnel shortage, or
 - (3) For other good reasons.
- b. Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.
3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (par. C5570-C3). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:
- a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
 - b. 12 months.
4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation (par. C5570-C5).
5. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by an OCONUS Service Limitation

Example

An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers IAW par. C5542.

C5521 RAT NON-CUMULATIVE

RAT must be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement ([35 Comp. Gen. 101 \(1955\)](#)). *RAT authorization is not cumulative from one period of service to another if not used.*

C5524 BAGGAGE TRANSPORTATION

Par. C2305 for allowed baggage transportation.

C5527 HHG SIT

Par. C5190 for up to 90 days of HHG SIT.

C5530 PER DIEM

A. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route *directly* between old and new OCONUS duty stations. Par. C5512 for allowable travel and transportation allowances.

NOTE: AEA in JTR, Ch 4, Part C may not be authorized/approved for RAT/PCS travel.

B. Per Diem Computation Example. The following example illustrates the method for per diem computation incident to RAT:

*Renewal Agreement Travel			
NOTE: See the <u>Standard CONUS per diem rate</u> or par. C5060-E3 for the current Standard CONUS per diem rate.			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
3. The employee is authorized per diem since actual time exceeds 12 hours. Par. C5060-G1.			
4. Maximum per diem rate at time of travel \$116 (\$70/ \$46) and OCONUS PDS per diem rate is \$239 (\$131/ \$108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$46 (M&IE) =	\$34.50
	9/2- 9/30	No per diem	0.00
	10/1	75% x \$108 =	81.00
	10/1 – 10/2	75% x \$108 (M&IE) =	\$81.00
Total Reimbursement			\$196.50
6. Par. C5060- G1a applies and the destination M&IE rate (\$46) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. Par. C5060-G1a & C5060-G1c.			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

The leave regulations of the separate departments and DoD component apply regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoD Education Activity IAW par. C5542.

C5536 ALTERNATE DESTINATION

A. Authorization

1. An employee/a dependent is authorized to perform RAT to a destination (other than the employee's actual residence) in:

- a. A CONUS/non-foreign OCONUS location, or
 - b. The country of the employee's actual residence.
2. Either destination listed above is an official travel destination.
 3. Contract city-pair airfares may be available for use. *If the employee/dependent travels to a more expensive alternate destination, city-pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for all excess cost.*
 4. The POLICY-CONSTRUCTED AIRFARE (APP A1) is to be used for constructed cost purposes (APP P 1-B1, [FTR §301-10.112](#) and [62 Comp. Gen. 596 \(1983\)](#)).

B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

1. Example 1

Example 1	
Employee's PDS is in OCONUS Location A and the actual residence is CONUS Location B. There is no city-pair airfare between OCONUS Location A and CONUS Location B.	
The POLICY-CONSTRUCTED AIRFARE (APP A1) between OCONUS Location A and CONUS Location B (incorporating some city-pair airfare connections):	\$1,200
Employee desires to utilize RAT to CONUS Location C.	
City-pair airfare to/from CONUS Location C:	\$1,400
Least expensive policy-constructed airfare to/from CONUS Location C:	\$1,600
Since transportation to/from CONUS Location C is more expensive than transportation to/from CONUS Location B, no city-pair airfare may be used to/from CONUS Location C.	
The employee's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

2. Example 2

Example 2	
Employee's PDS is OCONUS Location A and the actual residence is CONUS Location B.	
Round trip city-pair airfare trip cost:	\$980
Employee desires to utilize RAT to/from CONUS Location C.	
Round trip city-pair airfare to/from CONUS Location C:	\$840
Since transportation to/from CONUS Location C is less expensive than the transportation to/from the actual residence in CONUS Location B, the employee is authorized city-pair airfare to/from CONUS Location C (\$840) NTE the \$980 cost to the actual residence.	

C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

D. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. Does not meet the conditions in par. C5542,
2. Is merely routed through the country of actual residence en route to another country, or
3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the order,

2. Omitted from the order may be later added to the order as an amendment, or
3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination is NTE the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

C5539 LIMITATIONS

A. HHG. There is no authority (ICW RAT) for HHG transportation except with regard to necessary accompanied baggage IAW par. C2305. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused ([38 Comp. Gen. 653 \(1959\)](#)).

B. Unaccompanied Dependents. Par. C5518 for an unaccompanied dependent's travel and transportation authority.

C. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

D. Duplicate Eligibility. *Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).*

E. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

C5542 DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM TEACHER

A. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General

a. A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.

b. Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.

c. Par. C5518 (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.

d. The exceptions in par. C5542-A may be authorized/approved during a period of continuous service as provided in pars. C5542-B2 and C5542-B3.

2. Reassignment at Management's Request

a. Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.

b. The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location

and the teacher must sign a new renewal agreement for the new area of assignment.

- c. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.
- d. The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

3. Attendance at an Accredited College/University

a. When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:

- (1) Under an agreement to attend an accredited college/university,
- (2) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoD Education Activity, or
- (3) Pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
- (4) Attending courses that are required for continued certification in the teacher's home State.

b. The renewal agreement is signed before leaving the OCONUS area.

c. The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

d. The teacher becomes financially responsible for previously GOV'T-paid travel costs, when travel was at GOV'T expense to a CONUS/non-foreign OCONUS location to attend a course of study and there is no satisfactory proof of:

- (1) Course(s) completion, or
- (2) Reasons for not completing the course(s).

e. A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. C5542-A begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at an Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

- a. Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,
- b. Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and
- c. Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:
 - (1) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
 - (2) Evidence that the course of study is not feasible through other means,

- (3) Proof/acceptance of the course of study, and
 - (4) Information regarding successful course completion.
5. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. Personnel regulations for pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.
- C. HHG Storage between School Years. Par. C5195-C.
1. Conditions. Par. C5195-C for HHG storage between school years.
 2. In Addition to SIT. Authority for storage between school years (par. C5195-C) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.
 3. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*
 4. Administrative Arrangements
 - a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.
 - b. The transportation officer is responsible for storage arrangements.
 - c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.
 5. Indebtedness Notification. Appropriate financial regulations address indebtedness and appropriate notification so that collection action can be taken.
 6. Consecutive School Terms in Different Locations
 - a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for shipment to the new PDS.
 - b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.
 - c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

C5545 DEPENDENT TRANSPORTATION

A. When Authorized

1. Dependent transportation may be authorized ICW the employee's RAT.
2. Subject to the conditions in this Part, the dependent transportation costs is NTE the GOV'T's cost for transportation to the employee's authorized destination.
3. In these cases, dependent transportation may be as provided in par. C5545.

B. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

1. Traveled to the OCONUS PDS within the prescribed 2 year limit, or
2. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement,

C. Authorization Limitations. A dependent:

1. At the OCONUS PDS may:
 - a. Accompany the employee, and/or
 - b. Travel before/after the employee *but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.*
2. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.
3. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.
4. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.
5. *May be authorized RAT only when the employee performs RAT ([35 Comp. Gen. 101 \(1955\)](#)).*

D. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remains at the old OCONUS PDS, is authorized to travel from the old to the new PDS.

E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. The dependent may return to the OCONUS PDS after the leave, when the employee:

1. And dependent travels to the actual residence for leave before beginning a new OCONUS tour, and
2. Performs TDY or attends a training course after the leave but before returning to the OCONUS PDS.

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PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)

C5700 GENERAL (FTR §§302-3.404, 302-3.500, 302-3.502)

An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406). *The long-term temporary assignment location becomes the employee's temporary official station* (FTR §302-3.411).

C5705 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
2. The assignment is not less than 6 months or more than 30 months;
3. TDY travel and per diem otherwise are payable; and
4. The AO determines TCS is more advantageous than TDY IAW par. C5710.

NOTE: A service agreement is not required for a TCS move.

B. Employee (FTR §302-3.403). A TCS assignment may not be considered for a/an:

1. New appointee;
2. Individual employed intermittently in the GOV'T service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
3. Individual serving without pay or at \$1 a year;
4. Employee assigned under the GOV'T Employees Training Act (5 USC §4109) (par. C4630); or
5. Employee assigned to/from a State or local GOV'T under the Inter-Governmental Personnel Act (5 USC §3372) (par. C7000).

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS as stated in par. C5705-A.

C5710 CONDITIONS

A. Component Cost Considerations ([FTR §302-3.401](#)). Consider a TCS when a cost comparison indicates TCS is to the GOV'T's advantage when comparing:

1. Long-term TDY (per diem or actual subsistence expenses for the entire period of the assignment), and,
2. TCS (substantial relocation allowance payments at the beginning and end of the assignment, and less substantial payments for extended storage and property management services, when authorized).

B. Employee Tax Consideration ([FTR §302-3.502](#))

1. An employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact state and local authorities concerning potential income tax.

2. An employee who performs a TCS is subject to income tax on some, but not all, of the TCS reimbursements, and receives a RIT allowance.
3. TCS should be considered if an extended TDY results in an un-reimbursable income tax liability on an employee.

C. Employee Concerns. Consider the possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance, and other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. Consider the financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short *for reasons other than separation from GOV'T service*, TCS expenses are paid.
2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:
 - (a) Must be permanently assigned to the temporary official station *or* returned to the previous official station;
 - (b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and
 - (c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §§302-3.412, 302-3.413)

A. Basic Allowances. *TDY travel and transportation allowances including per diem are not paid while at the TCS location*. An employee is authorized:

1. MALT, if a POC is used (par. C5050);
- *2. Employee's travel and transportation expenses (par. C5060-E2 for per diem);
3. Transportation and dependent per diem (Ch 5, Part C);
4. HHG transportation and SIT (Ch 5, Part D);
5. MEA (Ch 5, Part G);
6. Mobile home transportation instead of HHG transportation (Ch 5, Part F);
7. POV(s) transportation (Ch 5, Part E); and
8. RIT allowance (Ch 5, Part N).

NOTE: *AEA (Ch 4, Part C) may not be authorized/approved for a TCS.*

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (Ch 5, Part M);
2. TQSE, while occupying temporary lodging (Ch 5, Part H);
3. NTS of HHG *when necessary during the assignment* (FTR §§302-3.414, 302-3.415, 302-3.416, and 302-3.417) (Ch 5, Part D).
 - a. HHG may be in NTS for the TCS duration.
 - b. The transportation officer determines the NTS location.
 - c. The total weight of HHG stored plus the weight of HHG transported is NTE 18,000 lbs. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 lbs.; and
4. Property Management Service for the Employee's Residence at the Old PDS for the TCS Duration. Ch 5, Part Q. (FTR §§302-3.418, 302-3.19, 302-3.420).

NOTE: PM service may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location ([GSBCA 16138-RELO, 30 September 2003](#)).

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5715-A and C5720-B, except property management services (par. C5720-B6) and a HHT (par. C5720-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and 302-3.429)

*A. Allowance Duration. TCS allowances (par. C5715) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (par. C4553-B), and dependent(s) (Ch 5, Part C) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
2. Transportation and per diem (Ch 5, Part C) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
3. TQSE while occupying temporary lodging (Ch 5, Part H) *may be authorized but is not mandatory* in extraordinary circumstances;
4. Real estate expenses (Ch 5, Part P);
- *5. Residence-related relocation service expenses *may be authorized but is not mandatory* (Ch 5, Part Q);
- *6. Property management expenses *may be authorized but is not mandatory* (Ch 5, Part Q);
7. Transportation of HHG not previously transported to the temporary official station (NTE 18,000 lbs.);

8. Transportation of POVs not previously transported, if authorized, in Ch 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and

9. Short distance HHG move (NTE 18,000 lbs.) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station, and

2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

NOTE: Per diem is not payable at the TCS location.

C5725 SEPARATION FROM GOV'T SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)

A. After Long-term Assignment Completion. An employee who separates (retires/resigns) from GOV'T service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from GOV'T service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed NTE the amount that would have been paid incident to return to the PDS.

B. Before Long-term Assignment Completion. An employee who separates from GOV'T service prior to long-term temporary assignment completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (par. C5425-B) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

SECTION 2: PROPERTY MANAGEMENT (PM) SERVICES

C5815 GENERAL

A. When PM Services May Be Authorized

1. A DoD component may permit PM services use when the PCS is in the GOV'T's interest.
2. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS from which the employee commuted daily to the old work location.
3. Payment for PM services may be authorized when an employee:
 - a. Transfers in the GOV'T's interest to a foreign PDS; or
 - b. Is assigned to a foreign PDS, is transferred back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee left when transferred to the foreign PDS, and the employee is eligible to sell a residence with GOV'T expense reimbursement; or
 - c. Transfers within the U.S. (including to/from/between non-foreign OCONUS areas) and is eligible to sell a residence with GOV'T expense reimbursement; or
 - d. Is authorized TCS (Ch 5, Part O); or
 - e. Signs a tour renewal agreement with an effective date on/after 24 October 1997.

NOTE: In pars. C5815-A3b and C5815-A3c above, PM services are in lieu of the sale of the employee's residence at GOV'T expense.

B. Obtaining PM Services. PM services may be:

1. Obtained under the DoD National Relocation Program contract (<http://www.nab.usace.army.mil/dnrl/>), or
2. Employee-procured rental agency services with reimbursement up to 10% of monthly rent.

C. PM Services. PM services are intended to assist an employee manage a residence at the old PDS as a rental property. The services include:

1. Obtaining a tenant;
2. Negotiating the lease;
3. Inspecting the property regularly;
4. Managing repairs and maintenance;
5. Enforcing lease terms;
6. Collecting the rent;
7. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;
8. Accounting for the transactions and providing periodic reports to the employee; and
9. Similar services.

D. Income Tax Consequences of PM Services

1. The IRS and state and local authorities determine the degree to which an employee is taxed on the amount of PM services expenses that the GOV'T:
 - a. Pays a relocation service company, or
 - b. Reimburses an employee.
2. The DoD component must pay the employee a RIT allowance for additional Federal, State and local income taxes incurred on PM services expenses paid to the:
 - a. Relocation company for service to the employee, or
 - b. Employee for self-procured PM services.
3. The employee should be advised to consult with a tax advisor:
 - a. To determine the tax consequences of these payments, and
 - b. On maintaining the residence as a rental property.

E. Ineligible Employee. An employee ineligible for PM services payment is:

1. A new appointee;
2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); and
3. An employee transferring between PDSs both of which are in foreign areas. ***NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee's last PDS in a CONUS/non-foreign OCONUS area as long as the employee continues to meet the requirements of par. C5820.***

C5820 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS

A. General

1. A component, through the Secretarial Process, may authorize PM services payment on behalf of an employee when:
 - a. A transfer to a foreign PDS is in the GOV'T's interest;
 - b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at GOV'T expense under pars. C5750 or C5800 if transferred to/within the U.S.; and
 - c. The employee signs a service agreement.
2. PM services payment may be authorized only on a residence at an employee's last CONUS/non-foreign OCONUS PDS from which the employee transferred to a foreign PDS.

B. PM Services Payment Duration. PM services payment may be made from the time an employee transfers to a foreign PDS until one of the following occurs, the employee:

1. Transfers back to a CONUS/non-foreign OCONUS PDS;

2. Completes the tour of duty at the PDS and remains there, but does not sign a new service agreement/renewal agreement, or
3. Separates from GOV'T service.

C. PM Services Continuation. To ensure that payment for PM services continues after completing a tour of duty, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

C5825 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

A. Authorized PM Services. The AO may authorize PM services:

*1. Only for a residence at the old PDS (CONUS/non-foreign OCONUS) from which the employee commuted daily to the work location.

2. When an employee is transferred:

- a. Back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee transferred to a foreign PDS; or
- b. Within CONUS/non-foreign OCONUS areas

3. Only if:

- a. The employee's transfer is in the GOV'T's interest;
- b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at GOV'T expense under par. C5750 or C5800;
- c. PM services are to the GOV'T's advantage and more cost effective for the GOV'T than the sale of the employee's residence; and
- d. The employee has signed a service agreement incident to a CONUS/non-foreign OCONUS area PCS.

B. PM Services in Lieu of Residence Sale. If PM services are offered, the employee then has the option to accept or decline such services in lieu of selling the residence with the GOV'T reimbursing expenses.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the GOV'T for a residence in the CONUS/non-foreign OCONUS area while the employee was assigned at a foreign PDS if the employee elects to sell a CONUS/non-foreign OCONUS area residence at GOV'T expense when transferred from a foreign PDS to a CONUS/non-foreign OCONUS PDS different than the one from which transferred to the foreign PDS.

D. Residence Sale after Electing PM Services (FTR §302-15.11 and 302-15.70)

1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Ch 5, Part P with the GOV'T reimbursing expenses per DoD Component regulations IAW par. C5810-E. ***This authority does not extend to an employee enrolled in the Home Sale Program.***
2. Payment for residence sale with the GOV'T reimbursing expenses is NTE the maximum amount in par. C5756-B1, less the amount paid for PM services.
3. If the amount paid for PM services equals/exceeds the maximum amount in par. C5756-B1, no reimbursement is allowed for residence sale.

E. PM Services Payment Duration

1. PM services payment is NTE 2 years from the employee's transfer effective date.
2. For transfers within the CONUS/non-foreign OCONUS areas (e.g., both PDSs are in the CONUS/non-foreign OCONUS area), an extension under par. C5750-C, NTE two additional years, may be allowed.

C5830 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

A. General. An employee, authorized PM services ICW a TCS under Ch 5, Part O, is authorized PM services for the residence at the previous CONUS/non-foreign OCONUS PDS from which the employee commuted daily to the work location provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. PM Services Payment Duration. Authority for PM services payment is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the PDS;
2. Employee separates from GOV'T service;
3. Temporary official station becomes the PDS; or
4. End of the 30th month following transfer to the TCS duty station.

C. Residence Sale Incident to Temporary Official Station Becoming the PDS. An employee, authorized PM expenses for residence sale because the temporary official station becomes permanent, is required to repay PM fees paid under par. C5830 after the temporary official station becomes the employee's PDS.

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PART N: FEML

C7700 FEML TRANSPORTATION

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

*B. Eligibility

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

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

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

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

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

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

*D. Dependent Travel

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

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

*E. Number of FEML Trips

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

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

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

*3. A DoD civilian employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36 month tour. If the employee then signs a renewal agreement for an additional 24 month tour, the employee would be eligible for one FEML trip during that 24 month tour. Par. C7700-N if the employee does not complete the FEML tour length.

*F. Time Limitation. FEML travel:

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

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

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

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

- *1. FEML Location. To qualify, a location must meet DoDI 1327.06 requirements and be designated by an authority listed in par. C7700-I5.
- *2. FEML Destination. The authorized FEML destination, determined IAW DoDI 1327.06, is listed in APP S.
- *3. Alternate Destination(s). A traveler may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. Travel to/from the alternate destination(s) is official travel, and contract city-pair airfares *may* be available for use. ***If a traveler travels to more expensive alternate destination(s), city-pair airfares are not authorized to any of the alternate destination(s).***
- *4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

*a. Example 1

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

*b. Example 2

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

*5. Location Designation/Recertification

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

* (1) DoD Services: DUSD (MPP) IAW DoDI 1327.06;

* (2) NOAA: Director, NOAA Corps;

* (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and

* (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

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

*J. Transportation

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

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

*a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

*b. May use commercial air transportation if military air transportation is not reasonably available, and

*c. May not use cruise or tour packages to/from the authorized destination.

****NOTE: A commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FEML.***

*3. Procurement. Commercial air transportation must be IAW par. C2203.

*4. Reimbursement

*a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. C2192).

*b. Reimbursement is NTE the GOV'T-procured transportation cost between a traveler's PDS and the authorized destination, plus ground transportation cost (par. C7700-E4a).

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

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

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

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

*M. Charge to Leave. DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

*N. Repayment of FEML Transportation Costs. A traveler must repay FEML transportation costs if the tour is not completed, unless the lack of completion is a result of:

- *1. Compassionate transfer,
- *2. Management-initiated transfer,
- *3. Involuntary separation through no fault of the employee, or
- *4. Training needs,
- *5. Reporting date adjustments between losing and gaining PDSs.

*O. Order

*1. DD Form 1610. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FEML transportation (APP I4-A).

*2. Travel and Transportation. TDY regulations concerning transportation accommodations and travel apply to FEML travel.

*3. Commercial Air Transportation. Par. C2204.

*4. Arranging Official Travel. Par. C2203.

*P. Legal Authority. Legal authority for FEML is 10 USC §1599B; 22 USC §4081(6).

PART Q: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

***C7900 TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**

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

*B. Transportation. If practicable, a courier must use an available CTO/TMC, and GOV'T-procured transportation for necessary premium-class accommodations in pars. C2204 and C2205. Otherwise, reimbursement is for all personally-procured transportation and premium-class accommodations (with the required documentation per par. C2000-A) on an actual cost basis (including tax)).

*C. Documentation

*1. Documentation authorizing/approving premium-class accommodations required in par. C2000-A must be included in/with the order.

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

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

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

***C7925 GENERAL**

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

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

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

***C7926 PERSON ACCOMPANYING THE TRAVELER**

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

***C7927 ALLOWABLE EXPENSES**

TDY transportation and per diem/AEA are payable.

***C7928 REIMBURSEMENT RESTRICTION**

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

***C7929 REGISTRATION FEES**

APP R2, par. E.

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APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 2: DEFINITIONS (UNIFORMED MEMBER ONLY)

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

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

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

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

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, ***NOTE 2.***

ADVANCED TRAVEL OF DEPENDENTS. The movement of dependents based on a PCS order, but before member travel.

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

ANNUAL TRAINING DUTY. Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (DoD and Service regulations). ***NOTE: Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements; i.e., operational support.***

AUTOMOBILE MILEAGE RATES. MILEAGE (ALLOWANCE).

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

COMMAND SPONSORED DEPENDENT. DEPENDENT, COMMAND SPONSORED.

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

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

DEPENDENT. Defined by 37 USC §401.

NOTE: Exception. For authorization purposes under JFTR:

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;

2. *A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);*

3. *A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.*

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

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, [B-177061/B-177129](#), 13 December 1974) **NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.**;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; **NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.**;
8. For transportation authorized in JFTR, par. U5215-B,
 - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
 - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

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

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

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

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

(1) Has not attained age 21, or

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

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

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

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

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

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

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

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

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

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

*Common-Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – “[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple.” (DoDFMR, Vol. 7B, Glossary)

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

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#) available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>
[GSBCA 15382-RELO, 20 December 2000](#) available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>
[GSBCA 15207-RELO, 19 May 2000](#) available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>
[GSBCA 14673-RELO, 9 December 1998](#) available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>
[GSBCA 14122-RELO, 16 March 1998](#) available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

DEPENDENT, COMMAND-SPONSORED. (DEPENDENT) A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity. Command sponsorship is not required to receive OHA at the with-dependent rate.

DEPENDENT-RESTRICTED TOUR. A tour at any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as an unaccompanied hardship overseas tour or remote tour. Also describes a tour at a station at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. [DoDI 1315.18, par. E2.1.13](#).

DESIGNATED PLACE. Except as used in Ch 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***;
3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;
4. The OCONUS place in the old PDS vicinity at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;
5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at GOV'T expense.

NOTE 2: For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), pars. U6002-A and U6051-A.

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DUTY STATION. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of
 - a. Appointment to regular Service from civilian life or an RC;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

EARLY RETURN OF DEPENDENT. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

EFFECTIVE DATE OF PCS ORDER. *PCS ORDER EFFECTIVE DATE.*

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign-born dependent spouse.

HOME OF RECORD (HOR). The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items (*except those listed in 2 and 3*) associated with the home and all personal effects (***NOTE 1***) belonging to a member and dependents on the effective date (***NOTE 2***) of the member's order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: *Par. U5310-E for an article involving a weight additive.*

NOTE 2: *HHG acquired after the order effective date but before entering an IPCOT may be shipped when par. U5370-11b or U5370-12 applies.*

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare POV parts (APP A2) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for a member ordered to locations listed in APP F;
5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and
7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (Ch 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
 - a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
 - b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
5. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
6. HHG for resale, disposal or commercial use;
7. Privately owned live ammunition ([B-130583, 8 May 1957](#));
8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
 - a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - b. No storage is required, and
 - c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. Duty prescribed for an RC member by the Secretary Concerned, or

b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by a National Guard member, including:

a. Unit training assemblies;

b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.

NOTE 2: For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE: An IPCOT order effective date is the first day of duty on the new tour.*** No PCS movement is involved for a service member. However, dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailed of the initial overseas tour is not authorized.*** (Ref: [DoDI 1315.18](#)). For USCG, Service directives.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity's or unit's mission or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary Concerned.***

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LODGINGS IN KIND. Lodgings provided by the GOV'T without cost to the member.

NON-COMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

PCS ORDER EFFECTIVE DATE.

1. For a member being separated or retired, the last day of active duty. Below for an RC member being separated.

2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

3. An IPCOT order effective date is the first day of duty on the new tour. IPCOT definition.

NOTE: *The following are examples of computing an authorization's/order's effective date:*

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
EXAMPLE 2	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS order effective date
EXAMPLE 3	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS order effective date

PER DIEM ALLOWANCE. The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other reimbursable expenses (APP G). The per diem allowance covers all charges, including tax (*except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - NOTE 1 below*) and applicable service charges, for:

- 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:

- 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.
- 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.

- Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. Incidental Expenses. Incidental expenses include:
 - a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (APP G for reimbursement of fees and tips incurred at transportation terminals.);
 - b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Ch 3, Part F and Ch 1, Part C.;***
 - c. Personal laundry/dry-cleaning and pressing of clothing (***except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – NOTE 2, below;***);
 - d. Telegrams and telephone calls necessary to reserve lodging accommodations;
 - e. Mailing costs associated with filing travel vouchers and payment of GOV'T-sponsored contractor-issued travel charge card billings;
 - f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;
 - g. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)); and
 - h. Tax and service charges on any of the expenses in items 2 through 3g.

NOTE 2:

- a. The cost incurred during TDY travel (not after returning to the PDS) for laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a reimbursable expense (APP G) in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.***
- b. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is not a reimbursable expense for OCONUS travel and is part of the IE included within the per diem/AEA authorized/approved for OCONUS travel.***

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (par. U2146 for exceptions) for 20 or more weeks;

- c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. Enlistment or induction into the Service (regular or during emergency); and
- e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

NOTE 1: *The PDS geographic limits are:*

*a. **For a member.** The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

*b. **For an invitational traveler***

- 1. The corporate limits of the city or town in which the home or principal place of business is located; or*
- 2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

NOTE 2: *Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).*

NOTE 3: *When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under par. U2146. Par. U2146 for examples of scheduled duration and extensions.*

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
 - a. Appointment to regular Service from civilian life or from an RC;
 - b. Being called to active duty (including for training) for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
 - d. Enlistment or induction into the Service (regular or during emergency); or
 - e. Temporary disability retirement.
2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
4. The member's home upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

POV, SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a member's dependent for the primary purpose of providing personal transportation that:
 - a. Is self-propelled;
 - b. Is licensed to travel on the public highways;

- c. Is designed to carry passengers or HHG; and
 - d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same order.
2. As used in Ch 6, a POV is a motor vehicle that is owned by the member (or a member's dependent) and is for the personal use of the member or the member's dependents.

NOTE 1: *In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the member's responsibility.*

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of a order.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR A MEMBER'S DEPENDENT SPOUSE. (Also called *PRO* or *PRO-Gear*). (NOT APPLICABLE TO AN EMPLOYEE'S DEPENDENT SPOUSE). HHG in a spouse's possession needed for the member's spouse employment or community support activities at the next or a later destination. The following items are PBP&E:

1. Reference material,
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
4. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.*

REPEAT ORDER. ORDER.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS. Cost of maid service and fee for electricity.

SHORT DISTANCE MOVE. A move:

1. Involving HHG drayage or shipment for a short distance between residences;
2. To or from a NTS facility in the member's PDS area;
3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;

4. Incident to reassignment or PCS to a new PDS near the old PDS;
5. Between residences within a metropolitan area; or
6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: *A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.*

SPARE PARTS FOR A POV. POV, SPARE PARTS.

STANDARD CONUS PER DIEM RATE. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates \(http://www.defensetravel.dod.mil/perdiem/perdiemrates.html\)](http://www.defensetravel.dod.mil/perdiem/perdiemrates.html).

SUBSISTING OUT. The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment ([DoD 6015.1-M, January 1999, P19.1.19](#)).

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. Types: There are four types of TDY travel with different allowances:
 - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
 - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
 - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
 - d. Special Circumstances Travel. Those categories of travel found in JFTR, Ch 7.

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR. The authorized tour length at a specific overseas duty station for a Service member who is not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (APP A definition). For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour. [DoDI 1315.18](#), par. E2.1.50.

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 USC §205.

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 4: ACRONYMS (JFTR/JTR)

(C) means applicable only to JTR (U) means applicable only to JFTR

<u>Acronym</u>	<u>Meaning</u>
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
*APP	*Appendix
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAH-DIFF	Basic Allowance for Housing – Differential (U)
BAH-RC	Basic Allowance for Housing - Reserve Component (U)
BAH-T	Basic Allowance for Housing – Transit (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
BCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (U)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools (C)
DoDEA	Department of Defense Education Activity
DoDFMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (U)
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations

<u>Acronym</u>	<u>Meaning</u>
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (C)
FAM	Foreign Affairs Manual (C)
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (C)
FHA	Federal Housing Administration (C)
FSH	Family Separation Housing (U)
FSH-B	Family Separation Housing – BAH Based Location (U)
FSH-O	Family Separation Housing – OHA Based Location (U)
FTA	Foreign Transfer Allowance (C)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (C)
FVT	Family Visitation Travel (C)
FWS	U.S. Fish and Wildlife Service (C)
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOV	Government-owned vehicle
GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (U)
HHT	House Hunting Trip (C)
HOR	Home of Record
HOS	Home of Selection (U)
HP	Home Port (U)
HSTA	Home Service Transfer Allowance (C)
IADT	Initial Active Duty for Training (U)
IAW	In Accordance With
ICW	In Connection With
IE	Incidental Expenses
IBA	Individually Billed Government Travel Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i>
IPCOT	In-Place Consecutive Overseas Tour (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (U)
LPQ	Living Pattern Questionnaire (U)

<u>Acronym</u>	<u>Meaning</u>
LPS	Living Pattern Survey (<i>U</i>)
LWOP	Leave Without Pay (<i>C</i>)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance (<i>C</i>)
MHA	Military Housing Area (<i>U</i>)
MIA	Missing in Action
MIHA	Move-in Housing Allowance (<i>U</i>)
MILAIR	Military Aircraft
MSC	Military Sealift Command (<i>C</i>)
NIST	National Institute of Standards and Technology (<i>C</i>)
NOAA	National Oceanic and Atmospheric Administration (<i>Same as USNOAA</i>)
NTE	Not to exceed
NTS	Non-temporary Storage (<i>also referred to as Extended Storage</i>)
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (<i>U</i>)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (<i>U</i>)
PHS	Public Health Service (<i>Same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (<i>U</i>)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
QTRS	Quarters
RAT	Renewal Agreement Travel (<i>C</i>)
RC	Reserve Component
RDD	Required Delivery Date (<i>U</i>)
RIT	Relocation Income Tax (<i>C</i>)
RPDCI	Retail Price Data Collection Instrument (<i>U</i>)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (<i>C</i>)
SECDEF	Secretary of Defense
SES	Senior Executive Service (<i>C</i>)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (<i>C</i>)
SR&R	Special Rest and Recuperative Absence (<i>U</i>)
SROTC	Senior Reserve Officers' Training Corps

<u>Acronym</u>	<u>Meaning</u>
SSN	Social Security Number
TAD	Temporary Assigned Duty (<i>same as TDY</i>)
TCS	Temporary Change of Station (<i>C</i>)
TDRL	Temporary Disability Retired List (<i>U</i>)
TDY	Temporary Duty
TEMDU	Temporary Duty (<i>same as TDY</i>)
TEMDUINS	Temporary Duty Under Instruction (<i>same as TDY</i>)
TLA	Temporary Lodging Allowance – OCONUS (<i>U</i>)
TLE	Temporary Lodging Expense – CONUS (<i>U</i>)
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (<i>C</i>)
TQSE	Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management (<i>C</i>)
UTD	Uniformed Travel Determination (<i>U</i>)
VA	Department of Veterans Affairs (<i>C</i>)
VAMC	Veterans Affairs Medical Center (<i>U</i>)
VPC	Vehicle Processing Center
WAE	When Actually Employed (<i>C</i>)
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or “YCA”, has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. Please consult JFTR/JTR, Chs 1-4 for further details.

T4000 INTRODUCTION

A. Application. In this APP:

1. Except where differences are identified, the allowances and responsibilities apply equally to a uniformed member and a DoD civilian employee and any other non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD; and
2. "Authorizing official" or "AO" means the individual who:
 - a. Controls the mission,
 - b. Authorizes the trip, and,
 - c. Controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP:

1. Is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DoD civilian employee and any non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD;
2. Covers individual:
 - a. travel for business,
 - b. travel for schoolhouse training,
 - c. deployment or personnel traveling together via no/limited reimbursement, and,
 - d. certain travel under special circumstances.
3. Is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this APP, contains provisions for travel of:

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

D. PCS Move Travel. *TDY, performed as part of a PCS move (i.e., TDY en route), is not paid through DTS.*

E. Invitational Travel Authorizations. JFTR/JTR, APP E.

F. Evacuations. JFTR/JTR, Ch 6.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations contained in the JFTR/JTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2510. Per diem rates by location showing the lodging, meals and IE components are provided by the PDTATAC (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in the JFTR/JTR, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO/TMC or in-house travel arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.
4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO/TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO/TMC should the CTO/TMC not be used. A traveler:
 - a. Who does not use a CTO/TMC or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement,
 - *b. Must use economy/coach-class for all official GOV'T funded travel, unless premium-class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:
 - (1) Medical reasons - JFTR, par. U2000-A2c/JTR, par. C2000-A2c, or
 - (2) Mission requirement - TDY mission timing requires premium-class. When premium-class TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed,"

- premium-class travel should only be authorized on the way to the TDY site. Economy/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. *JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.*
- c. Must *not* use foreign flag transportation, even if U.S.-certificated air flag carrier fares are higher,
- *d. Who uses premium-class or a foreign flag transportation presumably at GOV'T expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (T4020-B9 for non-reimbursable expenses), and
- e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO/TMC was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
- *8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the GOV'T would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
- *9. Non-Reimbursable Expenses
- *a. General. The JFTR/JTR addresses “reimbursable” allowances funded by the GOV'T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV'T cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization or approval. Pars. T4020-B9b through T4020-B9d provide clarification.
- *b. Promotional Materials/Benefits
- * (1) A traveler on official business traveling at GOV'T expense AGENCY (APP A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
- * (2) The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost. Examples include vendor-provided complimentary upgrades to rooms or transportation accommodations and upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.
- * (3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV'T property, and may only be accepted on the GOV'T's behalf.

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

*c. Seat Relinquishing

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

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

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

10. Each traveler must be treated as honest, responsible customers, and must follow the rules in the JFTR/JTR. The DoDFMR, Vol. 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy

a. It is DoD ***mandatory policy*** that each traveler uses an available CTO/TMC to arrange official travel, including transportation and rental cars. ***A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense to a traveler without prior proper authorization.***

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

NOTE: This does not establish the _CA as the basis for POLICY-CONSTRUCTED AIRFARE – that remains the YCA airfare.

2. Service Regulations. DoD COMPONENT/Service regulations addresses CTO/TMC use.

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

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

b. Action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO/TMC to issue a YCA airfare when there is a _CA airfare available that meets mission needs. ([CBCA 1511-TRAV, 7 May 2009](#).)

c. Disciplinary action for ***willful*** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must ***not*** be through refusal to reimburse (par. T4025-A4 when reimbursement is ***not*** allowed.)

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following:
 - a. Services available at a CTO/TMC, or
 - b. In-house travel offices.
2. All travel arrangements must be made IAW:
 - a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007 (<http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>);
 - b. DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services (<http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf>); and
 - c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3125-C/JTR, par. C2204-C).

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available, but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY-CONSTRUCTED AIRFARE (APP A1) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (JFTR, par. U4326, ***NOTE 1***/JTR, par. C1060, ***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or

first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO/TMC, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. Claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DoDFMR, Vol. 9, Ch 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DoD Services).

When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U3310-A1/JTR, par. C2150, item 8).

NOTE:

1. ***A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***
2. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***
3. ***Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website (<http://www.defensetravel.dod.mil>) and select Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one vendor listed that has a vehicle available for official GOV'T travel and this vendor should be used.***

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Use GOV'T transportation only for official business to commute

to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as being to the GOV'T's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO-authorized transportation (e.g., commercial plane). In either case (to the GOV'T's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), JFTR, par. U2020/JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers and plane changes, exceeds 14 hours, and the traveler is not authorized first/business-class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.* Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized, but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare

(YCA), not the capacity-controlled city-pair airfare (_CA), if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY-CONSTRUCTED AIRFARE (APP A1) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U3320, U3410-A, U3415-D, U3420-A, and U3430/JTR, pars. C2101-A, C2102-E, C2103-A, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

The “Lodgings-Plus” computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related reimbursable expenses (APP G) if the AO authorizes/approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The cost estimate for lodging should include tax.

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

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

c. Civilian Employee

(1) A DoD civilian employee may not be ordered/required to use GOV'T QTRS, nor may the lodging reimbursement simply be limited to the GOV'T QTRS cost. IAW the requirement to exercise prudence when incurring expenses, a DoD civilian employee should check for GOV'T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION. However, if GOV'T QTRS are available on that installation for an employee TDY to a U.S. INSTALLATION, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the GOV'T QTRS cost and other considerations. Reduced per diem rates can be established only before travel begins.

(2) The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a [per diem rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT's headquarters, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a [different per diem rate](#) is without effect and the locality [per diem rates](#) are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. **NOTE 1** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO/TMC can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging ($300\% \times \$122 = \$366 - \$46 = \320) if AEA for meals is not authorized. These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* ([47 Comp. Gen. 127 \(1967\)](#)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for *only a uniformed member*. JFTR, par. U4250. The traveler is financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

NOTE 1: *The locality per diem [lodging ceiling](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.*

NOTE 2: *The locality per diem [lodging ceiling](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

NOTE 3: *The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodgings are available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging location.*

e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. *The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.* [GSBCA 16836-RELO, 5 June 2006](#). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: *If the friend or relative is in the business of renting on a regular basis the lodgings involved - for example, if that individual is operating a hotel or apartment house - the "friends or relatives" provision does not apply.* [GSBCA 14398-TRAV, 24 Feb 1998](#).

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBICA ruled that the employee was not authorized reimbursement for lodging at the former residence. [GSBICA 15600-TRAV, 7 March 2002.](#)

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting lasted until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBICA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBICA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. [GSBICA 16652-TRAV, 26 August 2005.](#)

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO/TMC should be used to make these arrangements unless the CTO/TMC does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(a) Mortgage interest;

(b) Property tax; and

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

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). ***In no case may the total per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR, Ch 4, Part C/JTR, Ch 4, Part C) is authorized/approved. The provisions of JFTR, par. U4141/JTR, par. C4555-G do not apply when the residence is purchased.***

NOTE: A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. [GSBICA 16699-TRAV, 17 August 2005.](#)

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost ([B-254626, 17 February 1994](#)).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). *The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.*

NOTE: *In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A3). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.*

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates.

NOTE 1: *If all three meals are provided, only the IE for that day is payable.*

NOTE 2: *'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.*

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5.00 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

3. **IE.** The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$5.00. The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated IE. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

NOTE 1: Applicable to a civilian employee:

a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

NOTE 2: Applicable to a uniformed member:

a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

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

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use and/or GOV'T dining facility/mess may not be directed for a civilian employee. Par. T4040-A1c.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the IE amount, a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited

Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and APP. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. Par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. Par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.***

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

c. *Civilian Employee Only*. In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. T4040-A2. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

5. Contingency Operation Flat Rate Per Diem (uniformed member only). Par. U4105-I.

6.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1			
DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
Subsist Ashore			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Dining Facility/Mess – Permanent U.S. INSTALLATION	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Dining Facility/Mess (In AOR only)	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Dining Facility/Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Dining Facility/Mess and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
Subsist Aboard U.S. GOV'T Ship 3/			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – “Subsist Ashore” (above table) for order type and payment guidelines.

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

D. Lodging Overnight Not Required

1. Transportation

a. It is mandatory that a traveler arrange transportation through an available CTO/TMC, even though overnight lodging is not required.

b. If travel is in the local area (JFTR, par. U3500/JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.

- c. JFTR, par. U3320/JTR, par. C2192 for travel to/from a transportation terminal.
- d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
- f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
- g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
- h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
- i. For distance determination JFTR, par. U2020/JTR, par. C1065 (DTOD requirements).

2. **Meals.** With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. **JFTR, par. U4510 for occasional meals authority.**

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Reimbursable Expenses. APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort.

3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER ([48 Comp. Gen. 301 \(1968\)](#))

A. **General.** Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. Par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. **Inactive Duty Training.** An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the **Assigned Unit** is an RC member's designated post of duty and the **TDY Station** is an alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home.

1. **Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area.** There is no authorization for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. **Travel from Home/Assigned Unit or Other Location to TDY Station.** The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.
3. **Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area.** There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. **Travel for AT.** For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. **Per Diem Not Payable.** No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;

4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (Par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

Effective for travel that occurs 20 March 2008 through and including 31 December 2010

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Ready Reserve Select Reserve member (***and not just any*** RC member) must be:
 - a. Qualified in a skill designated as critically short by the Service Secretary;
 - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or
 - c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.
2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of \$300 for each round trip***.
 - a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and

between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). **NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.**

b. Lodging and Meals. The actual cost of the member's lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

NOTES:

1. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.

2. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
TABLE 1		
Situation 2/	Transportation 3/4/	Per Diem
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6/7/
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6/7/
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	Transportation 3/4/	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized/ approved (par. T4040-C) for travel days only 8/.

FOOTNOTES FOR TABLES 1 AND 2

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4/	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

FOOTNOTES FOR TABLE 3

- 1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ Par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP**A. Before the Trip**

1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO/TMC. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC to estimate the amount for using other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.
4. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.
5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO/TMC typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. The traveler must be able to produce receipts for lodging and individual official travel expenses of \$75 or more.

C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.
2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.
3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.
5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:
 - a. *Must safeguard issued paper tickets, carefully at all times;*
 - b. Must immediately report a lost/stolen paper ticket to the issuing CTO/TMC;
 - c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;
 - d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;
 - e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and
 - f. Must return unused paper tickets to the CTO/TMC. Unused electronic tickets must immediately be reported to the CTO/TMC for a refund. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

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

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JFTR, par. U3125-B4/JTR, par. C2004-B4, and must be recorded on the Trip Record.

NOTE:

1. *If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.*

2. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*

3. *The 14-hour rule only (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip to the PDS, a business-class transportation authorization should not be provided.*

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

5. *When scheduling flights of 14 or more hours, the first choice is always to use economy/coach class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.*

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DoD civilian employee, or their dependents. A Uniformed Service member, a DoD civilian employee, and their dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). JFTR, par. U3125-C/JTR, par. C2204-B. *U.S.-certificated carriers are not “available” if:*

a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); **NOTE: The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.**

NOTE 1: The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved ([GSBCA 16632-RELO, 15 July 2005](#)).

NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***Contract fare travel must never be used for personal travel. JFTR/ JTR, APP P, Part 2, par. E.*** The official portion must be arranged through the CTO/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO/TMC Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO/TMC to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO/TMC to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel

distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate ([GSBCA 14554-TRAV, 18 August 1998](#)).

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

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** Par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO/TMC computes the number of days allowed for travel based on the transportation modes the AO specifies. Par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.
17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.
18. TDY and RC Active Duty Time Limits for Per Diem Purposes
- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For an RC member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.
19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.
20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.
21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.
22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the [per diem tables](#), the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.
23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act.

Approve. The ratification or confirmation of an act already done.

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

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which is recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an order.

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

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

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

E. Authorized FEML Locations/Destinations

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

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

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

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

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