

**JOINT TRAVEL REGULATIONS, VOLUME 2 (JTR)****Change 537 — 1 July 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 July 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: 3-08(E)/85-09; 6-10(I); 41-10(I) through 44-10(I); 45-10(E); and 47-10(I) through 49-10(I).

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

C1008-D. Removes misleading statement concerning receipts for DTS.

C4405, item 4. Deletes commas in sentence on TDY justification to change meaning back to original.

C5070-A2. Updates reference in par. C5070-A2.

C5154-I NOTE; C5160-C3; C5160-E; C5160-G1b; C5167-C2c(2); C5265-A3; C5265-C; C5265-D; C5885-B4; APP A1. Aligns references with Defense Personal Property System (DPS) methodology and simplifies HHG constructed cost.

C5756-A3. Adds CBCA decision allowing reimbursement of special power of attorney and courier fees when unavailable for settlement ICW sale or purchase of a residence.

C7910. Rewrites and aligns wording.

APP A1. Aligns references with Defense Personal Property System (DPS) methodology and simplifies HHG constructed cost.

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

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

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

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

**JOINT TRAVEL REGULATIONS**

**VOLUME 2**

**CHANGE 537**

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.

JTR		537 07-10	536 06-10	535 05-10	534 04-10	533 03-10	532 02-10	531 01-10	530 12-09	529 11-09	528 10-09	527 09-09	526 08-09
JTR	Title	524	524	524	524	524	524	524	524	524	524	524	524
JTR	CL	537	536	535	534	533	532	531	530	529	528	527	526
JTR	ROC	537	536	535	534	533	532	531	530	529	528	527	526
JTR	Intro	531	531	531	531	531	531	531	530	528	528	523	523
JTR	TOC	534	534	534	534	532	532	531	530	526	526	526	526
<b>Chapter 1</b>	TOC	534	534	534	534	530	530	530	530	525	525	525	525
Ch 1	Part A	537	534	534	534	532	532	530	530	529	526	526	526
Ch 1	Part B	534	534	534	534	527	527	527	527	527	527	527	526
Ch 1	Part C	517	517	517	517	517	517	517	517	517	517	517	517
Ch 1	Part D	536	536	525	525	525	525	525	525	525	525	525	525
Ch 1	Part E	523	523	523	523	523	523	523	523	523	523	523	523
Ch 1	Part F	518	518	518	518	518	518	518	518	518	518	518	518
<b>Chapter 2</b>	TOC	532	532	532	532	532	532	530	530	525	525	525	525
Ch 2	Part A	534	534	534	534	533	532	531	525	525	525	525	525
Ch 2	Part B	525	525	525	525	525	525	525	525	525	525	525	525
Ch 2	Part C	534	534	534	534	532	532	530	530	526	526	526	526
Ch 2	Part D1	532	532	532	532	532	532	518	518	518	518	518	518
Ch 2	Part D2	521	521	521	521	521	521	521	521	521	521	521	521
Ch 2	Part D3	530	530	530	530	530	530	530	530	518	518	518	518
Ch 2	Part D4	534	534	534	534	530	530	530	530	529	523	523	523
Ch 2	Part E1	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part E2	534	534	534	534	528	528	528	528	528	528	518	518
Ch 2	Part E3	534	534	534	534	532	532	524	524	524	524	524	524
Ch 2	Part E4	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part E5	532	532	532	532	532	532	518	518	518	518	518	518
Ch 2	Part E6	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part E7	532	532	532	532	532	532	526	526	526	526	526	526
Ch 2	Part F	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part G	531	531	531	531	531	531	531	518	518	518	518	518
Ch 2	Part H	532	532	532	532	532	532	523	523	523	523	523	523
Ch 2	Part I	532	532	532	532	532	532	522	522	522	522	522	522
Ch 2	Part J	518	518	518	518	518	518	518	518	518	518	518	518
<b>Chapter 4</b>	TOC	534	534	534	534	530	530	530	530	525	525	525	525
Ch 4	Part A	537	535	535	530	530	530	530	530	519	519	519	519
Ch 4	Part B	534	534	534	534	532	532	531	530	519	519	519	519
Ch 4	Part C	532	532	532	532	532	532	531	530	519	519	519	519
Ch 4	Part D	530	530	530	530	530	530	530	530	519	519	519	519
Ch 4	Part E	532	532	532	532	532	532	530	530	519	519	519	519
Ch 4	Part F	530	530	530	530	530	530	530	530	519	519	519	519
Ch 4	Part G	530	530	530	530	530	530	530	530	519	519	519	519

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Ch 4	Part H	534	534	534	534	530	530	530	530	519	519	519	519
Ch 4	Part I	530	530	530	530	530	530	530	530	529	525	525	525
Ch 4	Part J									528	528	525	525
Ch 4	Part K									525	525	525	525
Ch 4	Part L									529	528	526	526
Ch 4	Part M									529	526	526	526
Ch 4	Part N									529	528	526	526
Ch 4	Part O									523	523	523	523
Ch 4	Part P									517	517	517	517
Ch 4	Part Q									519	519	519	519
Ch 4	Part R									519	519	519	519
Ch 4	Part S									519	519	519	519
Ch 4	Part T									522	522	522	522
<b>Chapter 5</b>	TOC	535	535	535	534	530	530	530	530	521	521	521	521
Ch 5	Part A	533	533	533	533	533	530	530	530	518	518	518	518
Ch 5	Part B	537	536	535	533	533	532	530	530	529	526	526	526
Ch 5	Part C1	530	530	530	530	530	530	530	530	526	526	526	526
Ch 5	Part C2	532	532	532	532	532	532	523	523	523	523	523	523
Ch 5	Part C3	526	526	526	526	526	526	526	526	526	526	526	526
Ch 5	Part C4	530	530	530	530	530	530	530	530	529	523	523	523
Ch 5	Part C5	517	517	517	517	517	517	517	517	517	517	517	517
Ch 5	Part D1	537	535	535	534	523	523	523	523	523	523	523	523
Ch 5	Part D2	537	535	535	534	526	526	526	526	526	526	526	526
Ch 5	Part D3	534	534	534	534	529	529	529	529	529	525	525	525
Ch 5	Part D4	535	535	535	534	529	529	529	529	529	523	523	523
Ch 5	Part E1	519	519	519	519	519	519	519	519	519	519	519	519
Ch 5	Part E2	534	534	534	534	529	529	529	529	529	518	518	518
Ch 5	Part E3	534	534	534	534	519	519	519	519	519	519	519	519
Ch 5	Part F	537	519	519	519	519	519	519	519	519	519	519	519
Ch 5	Part G	530	530	530	530	530	530	530	530	519	519	519	519
Ch 5	Part H1	530	530	530	530	530	530	530	530	521	521	521	521
Ch 5	Part H2	534	534	534	534	530	530	530	530	529	527	527	525
Ch 5	Part H3	529	529	529	529	529	529	529	529	529	523	523	523
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	527	522
Ch 5	Part K	536	536	530	530	530	530	530	530	529	527	527	525
Ch 5	Part L1	527	527	527	527	527	527	527	527	527	527	527	519
Ch 5	Part L2	527	527	527	527	527	527	527	527	527	527	527	517
Ch 5	Part L3	519	519	519	519	519	519	519	519	519	519	519	519
Ch 5	Part L4	527	527	527	527	527	527	527	527	527	527	527	523
Ch 5	Part L5	523	523	523	523	523	523	523	523	523	523	523	523
Ch 5	Part M	532	532	532	532	532	532	530	530	527	527	527	526
Ch 5	Part N	533	533	533	533	533	519	519	519	519	519	519	519
Ch 5	Part O	536	536	534	534	530	530	530	530	521	521	521	521
Ch 5	Part P1	537	530	530	530	530	530	530	530	520	520	520	520
Ch 5	Part P2	533	533	533	533	533	522	522	522	522	522	522	522
Ch 5	Part Q1	535	535	535	531	531	531	531	519	519	519	519	519
Ch 5	Part Q2	536	536	520	520	520	520	520	520	520	520	520	520
Ch 5	Part Q3	520	520	520	520	520	520	520	520	520	520	520	520

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Ch 5	Part R	537	517	517	517	517	517	517	517	517	517	517	517
<b>Chapter 6</b>	TOC	517	517	517	517	517	517	517	517	517	517	517	517
Ch 6	Part A	530	530	530	530	530	530	530	530	523	523	523	523
Ch 6	Part B	520	520	520	520	520	520	520	520	520	520	520	520
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
Ch 6	Part C3	523	523	523	523	523	523	523	523	523	523	523	523
Ch 6	Part C4	529	529	529	529	529	529	529	529	529	517	517	517
Ch 6	Part C5	529	529	529	529	529	529	529	529	529	523	523	523
Ch 6	Part D	526	526	526	526	526	526	526	526	526	526	526	526
<b>Chapter 7</b>	TOC	536	536	534	534	531	531	531	530	521	521	521	521
Ch 7	Part A	530	530	530	530	530	530	530	530	517	517	517	517
Ch 7	Part B	517	517	517	517	517	517	517	517	517	517	517	517
Ch 7	Part C	518	518	518	518	518	518	518	518	518	518	518	518
Ch 7	Part D	518	518	518	518	518	518	518	518	518	518	518	518
Ch 7	Part E	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part F	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part G	523	523	523	523	523	523	523	523	523	523	523	523
Ch 7	Part H	523	523	523	523	523	523	523	523	523	523	523	523
Ch 7	Part I	534	534	534	534	520	520	520	520	520	520	520	520
Ch 7	Part J	532	532	532	532	532	532	524	524	524	524	524	524
Ch 7	Part K	525	525	525	525	525	525	525	525	525	525	525	525
Ch 7	Part L	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part M	534	534	534	534	526	526	526	526	526	526	526	526
Ch 7	Part N	536	536	529	529	529	529	529	529	529	524	524	524
Ch 7	Part O	532	532	532	532	532	532	529	529	529	522	522	522
Ch 7	Part P	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part Q	536	536	531	531	531	531	531					
Ch 7	Part R	534	534	534	534								
Ch 7	Part S	537	534	534	534								
Ch 7	Part T	534	534	534	534								
Ch 7	Part U	534	534	534	534								
Ch 7	Part V	536	536	534	534								
<b>Appendix A</b>	TOC	531	531	531	531	531	531	531					
APP A	Part 1	537	535	535	534	533	532	531	530	525	525	525	525
APP A	Part 2	536	536	535	534	532	532	531					
APP A	Part 3	535	535	535	534	532	532	531					
APP A	Part 4	537	536	532	532	532	532	531	529	529	525	525	525
<b>Appendix B</b>		531	531	531	531	531	531	531	523	523	523	523	523
<b>Appendix C</b>		526	526	526	526	526	526	526	526	526	526	526	526
<b>Appendix D</b>		531	531	531	531	531	531	531	523	523	523	523	523
<b>Appendix E</b>	TOC	520	520	520	520	520	520	520	520	520	520	520	520
APP E	Part 1	532	532	532	532	532	532	523	523	523	523	523	523
APP E	Part 2	534	534	534	534	532	532	530	530	523	523	523	523
APP E	Part 3	534	534	534	534	517	517	517	517	517	517	517	517
<b>Appendix F</b>	TOC	520	520	520	520	520	520	520	520	520	520	520	520
APP F	Part 1	520	520	520	520	520	520	520	520	520	520	520	520
APP F	Part 2	529	529	529	529	529	529	529	529	529	523	523	523

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<b>Appendix G</b>		537	535	535	534	532	532	531	530	529	528	527	526
<b>Appendix H</b>	TOC	532	532	532	532	532	532	523	523	523	523	523	523
APP H	Part 1	528	528	528	528	528	528	528	528	528	528	520	520
APP H	Part 2A	528	528	528	528	528	528	528	528	528	528	520	520
APP H	Part 2B	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 2C	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 3A	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 3B	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 4A	532	532	532	532	532	532	520	520	520	520	520	520
APP H	Part 4B	532	532	532	532	532	532	520	520	520	520	520	520
APP H	Part 4C	532	532	532	532	532	532	520	520	520	520	520	520
APP H	Part 4D	532	532	532	532	532	532	520	520	520	520	520	520
APP H	Part 4E	532	532	532	532	532	532	520	520	520	520	520	520
APP H	Part 4F	532	532	532	532	532	532	520	520	520	520	520	520
<b>Appendix I</b>	TOC	512	512	512	512	512	512	512	512	512	512	512	512
APP I	Part 1	530	530	530	530	530	530	530	530	525	525	525	525
APP I	Part 2	525	525	525	525	525	525	525	525	525	525	525	525
APP I	Part 3	526	526	526	526	526	526	526	526	526	526	526	526
APP I	Part 4	534	534	534	534	532	532	531	530	518	518	518	518
<b>Appendix J</b>													
<b>Appendix K</b>													
<b>Appendix L</b>													
<b>Appendix M</b>													
<b>Appendix N</b>													
<b>Appendix O</b>	TOC	528	528	528	528	528	528	528	528	528	528	526	526
APP O		536	536	534	534	533	532	530	530	529	528	525	525
<b>Appendix P</b>	TOC	521	521	521	521	521	521	521	521	521	521	521	521
APP P	Part 1	534	534	534	534	521	521	521	521	521	521	521	521
APP P	Part 2	532	532	532	532	532	532	528	528	528	528	521	521
<b>Appendix Q</b>	TOC	517	517	517	517	517	517	517	517	517	517	517	517
APP Q	Part1	527	527	527	527	527	527	527	527	527	527	527	524
APP Q	Part2	517	517	517	517	517	517	517	517	517	517	517	517
APP Q	Part3	529	529	529	529	529	529	529	529	529	529	527	526
APP Q	Part4	517	517	517	517	517	517	517	517	517	517	517	517
<b>Appendix R</b>	TOC	521	521	521	521	521	521	521	521	521	521	521	521
APP R	Part 1	530	530	530	530	530	530	530	530	526	526	526	526
APP R	Part 2	532	532	532	532	532	532	530	530	529	527	527	526
<b>Appendix S</b>		537	536	528	528	528	528	528	528	528	528	526	526
<b>Appendix T</b>	TOC	521	521	521	521	521	521	521	521	521	521	521	521
APP T		528	528	528	528	528	528	528	528	528	528	521	521
<b>Appendix U</b>		537	526	526	526	526	526	526	526	526	526	526	526
<b>Appendix V</b>													

## PART A: APPLICATION AND GENERAL RULES

### C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, JTR applies to:

1. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
2. A DoD civilian employee and/or the employee's dependents, ***NOTE: This includes a direct hire non-U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.***;
3. Civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);
4. A civilian official and/or employee of another GOV'T department and/or AGENCY who performs an official assignment for and at DoD's expense;
5. A person who performs travel under a DoD ITA involving GOV'T business (including a non-U.S. person indirect hire);
6. A National Guard technician employed pursuant to 32 USC §709;
7. A person employed intermittently as a consultant or expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the GOV'T; and
8. A new appointee to the SES and certain Presidential appointees.

B. Restrictions. JTR does not apply to:

1. A NAF official and/or employee traveling on NAF business (may be adopted by NAF activities).
2. A contractor's representative and/or contractor's employee under a contract with DoD.
3. A DoD employee appointed under the Foreign Assistance Act of 1961, Section 625(d), as amended.
4. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non-DoD AGENCY and who is subject to the funding AGENCY's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations.
5. A Uniformed Service member wherever assigned for official duty. A member on loan, assignment, or detail to another department or AGENCY is authorized travel and transportation allowances including station allowances under JFTR. JFTR, par. U1000. ***The member is financially responsible for returning to the GOV'T all unauthorized or duplicate travel and transportation allowances erroneously received or reimbursed.***

C. Authority Not Stated. There may be circumstances in which the FTR authorizes a discretionary travel and transportation allowance, and the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DoD.

D. Duplicate Payment. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid/to be paid to the traveler by another entity. If an expense is incurred and reimbursed by another entity that would otherwise be reimbursed by the GOV'T, that expense must not be claimed against, nor paid by, the GOV'T. Par. C4554-B for an exception. ***A non-deductible meal as listed in par. C4554-B provided to a traveler in a per diem***

*status does not result in a duplicate payment.* The traveler is financially responsible to the GOV'T for all duplicate travel and transportation allowance payments received. *This includes any and all allowances covered in these regulations.* The [Improper Payments Information Act of 2002, Public Law 107-300](#) applies (<http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf>).

## C1002 IMPLEMENTATION

A. Allowance Regulations. Under [DoDD 5154.29](#), the provisions of, and subsequent changes to, JTR are effective based on PDTATAC regulatory authority, without further allowances implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate JTR provisions.

B. Regulation Review Process. [DoDD 5154.29](#) requires that PDTATAC staff review all written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied IAW GSA's FTR. The review process applies to all DoD components IAW par. C1001-A. The written material should be forwarded as a Word document, via the Service/ AGENCY CAP representative found in the Introduction Feedback Reporting section to:

1. Email address: [pdtatac@dtmo.pentagon.mil](mailto:pdtatac@dtmo.pentagon.mil); or
2. Fax: (703) 696-7890; or
3. Mail to:

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

C. Exclusion. The JTR provisions are not applicable to the organizations and personnel in par. C1001-C.

## C1003 DEPARTMENT OF STATE (DoS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)

An employee is authorized TQSA for temporary QTRS (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in the DoD Civilian Personnel Manual DoD 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

## C1004 DEPARTMENT OF STATE (DoS) FTA AND HSTA

A. Policy, Payment and Procedural Guidance. [DSSR, Section 240](#) ([http://aoprals.state.gov/content.asp?content\\_id=247&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=247&menu_id=81)) for FTA policy, payment and procedural guidance. [DSSR, Section 250](#) ([http://aoprals.state.gov/content.asp?content\\_id=248&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=248&menu_id=81)) for HSTA policy, payment and procedural guidance.

B. Transfer. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS is authorized an MEA under Ch 5, Part G, but *not* the FTA allowance in par. C1004-C1 below ([DSSR, Section 242.6](#), [http://aoprals.state.gov/content.asp?content\\_id=247&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=247&menu_id=81)). An employee transferring from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part H1, but *not* the HSTA in par. C1004-C3b below ([DSSR, Section 252.6](#), [http://aoprals.state.gov/content.asp?content\\_id=248&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=248&menu_id=81)). A transferring employee is eligible for the Lease Penalty Expense Portion under both the FTA and HSTA.

C. FTA and HSTA. The FTA/HSTA are DoS allowances (5 USC §§5924(2)(A) and 5924(2)(B)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign country PDS. The FTA/HSTA apply to an employee as indicated below. *A new appointee is not eligible for HSTA*. The FTA and HSTA are composed of four elements:

1. Reimbursable Expense. This portion is allowable *only* for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).
2. Wardrobe Expense. *This portion is not allowable for a DoD civilian employee.*
3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). *NOTE: The FTA and HSTA subsistence portions are only for expenses incurred in the CONUS or non-foreign OCONUS area – not in the foreign area.*
  - a. FTA. This portion is allowable for a DoD employee PCSing from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS and for a new appointee traveling from a CONUS/non-foreign OCONUS area actual residence to the first foreign area PDS.
  - b. HSTA. *This portion is not allowed for a DoD civilian employee.*
4. Lease Penalty Expense
  - a. FTA. This portion is allowable for any DoD employee (including a new appointee) PCSing to a foreign area PDS or between foreign country PDSs.
  - b. HSTA. This portion is allowed *only for a reassigned employee (not a new appointee)* PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

***NOTE: Ch 5, Part B for other allowances relevant to first duty station travel.***

## **C1005 GAIN-SHARING PROGRAM**

A Gain-Sharing Program is a bonus-oriented incentive program, not a travel program, designed to share GOV'T travel and transportation cost savings with a traveler. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

## **C1006 ADMINISTRATIVE PROCEDURES**

The separate DoD components may issue administrative procedures for the judicious administration of JTR allowances. *Those procedures must not contravene or duplicate JTR provisions and must be reviewed IAW par. C1002.*

## **C1007 COMPUTATION RULES**

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

1. Use the actual amount without rounding when computing TDY mileage, MALT, TQSE and per diem computation. AEA and PMR computations are rounded to the next highest dollar with the provision in par. C1007-A2 in force.
2. AEA computation is rounded-up to the nearest dollar. For example, \$29.50 = \$30.00. The AEA is NTE the authorized percentage of the maximum locality per diem rate. *When AEA for lodging and M&IE exceeds the maximum AEA M&IE locality rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging rate.* For example, reduce \$76.50 to \$76 as shown in par. C4626, Example 3.

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

***NOTE:*** A conference lodging allowance is a pre-determined allowance of up to 125% of the applicable locality lodging ceiling (rounded to the next highest dollar). For example, the locality lodging ceiling of \$100 may be increased to \$125. A conference lodging allowance is not AEA and must not be used with AEA per diem. APP R2, par. M.

- B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate IAW par. C4620.

#### **C1008 DEFENSE TRAVEL SYSTEM (DTS)**

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

B. Travel Computed by DTS. DTS covers individual TDY travel for business, travel for schoolhouse training and deployment or personnel traveling together with or without no/limited reimbursement, and certain travel under special circumstances. It does not cover PCS (Ch 5), or evacuation (Ch 6).

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

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

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. 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 IAW this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW this regulation.
5. Review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves authorized expenses reimbursement. Expense reports are subject to random selection for examination based on financial management directives.
6. Permit a traveler to combine official travel with leave or personal travel. Contract fare travel must never be used for personal travel (APP P2, 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, par. C4563-C applies. The AO is not to permit a TDY trip that is an excuse for personal travel.

**\*D. Traveler Rights and Responsibilities**

\*1. A traveler should promptly update the trip record, and confirm/modify arrangements, when communication with the CTO/TMC was not possible.

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

**E. A Typical Business Trip**

**1. Before the Trip**

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

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

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

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

e. Paying for Arranged Services and Obtaining Cash to Pay Expenses while Traveling. The CTO/TMC typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a GTCC CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit GTCC.

**2. During the Trip**

a. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/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 changes after trip completion, the traveler should obtain the AO's authority in advance, and update the Trip Record. The traveler is reimbursed AO approved Trip Record changes.

b. Receipts. The traveler must produce receipts for lodging and individual official travel expenses of \$75 or more.

**3. After the Traveler Returns**

- a. Completing the Expense Report. A traveler should complete and submit the Trip Record expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.
- b. AO Approval. The AO must approve the expenses on the Trip Record, and review required receipts, before the traveler is reimbursed.
- c. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. If not using the DTS, a finance office or an office contractually arranged by the traveler's Service/AGENCY may provide this service. The amount paid is the amount the AO approves.
- d. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.
- e. Lost/Stolen/Unused Paper Tickets. Par. C1320.

#### C1010 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

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

B. Participation. Participation in this program is voluntary and is not required by the GOV'T. *Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per [GSA Bulletin FTR 08-05 of 25 June 2008](#).*

C. Enrollment Fees. Enrollment fees in this program are *not* reimbursable IAW APP G.

## PART A: TEMPORARY DUTY (TDY) TRAVEL

### C4405 JUSTIFICATION

1. A TDY assignment may be authorized/approved only when necessary ICW official DoD activity or GOV'T business.
2. Travel must be planned and scheduled to accomplish multiple objectives whenever possible.
3. Procedures must be in place to evaluate TDY requests to ensure that the:
  - a. Purpose is essential official business;
  - b. Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing or other appropriate means;
  - c. Duration is no longer than required; and
  - d. Number of persons assigned is held to the minimum.
- \*4. TDY travel should not be authorized for secretaries or clerical personnel when such services are available at the TDY site unless essential for mission accomplishment.

### C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. An assignment away from the employee's PDS that is not so frequent or lengthy that the location is, in fact, the employee's PDS;
2. Participation in civil defense activities authorized under department/agency regulations;
3. Witness duty to testify or provide information on the GOV'T's behalf or on matters of official DoD concern;
4. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal reemployment, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the GOV'T's interests;
5. Training course attendance conducted or sponsored by GOV'T agencies or approved under department/agency regulations IAW 5 USC §§4101-4118;
6. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored or arranged by non-Federal organizations;
7. Interview travel required to fill a vacancy when the travel is authorized and considered justified (restricted to a GOV'T employee);
8. Assignment as an attendant to an employee with a special need/disability when the agency determines that the employee is incapable of traveling alone on official travel ([56 Comp. Gen. 661 \(1977\)](#)); and
9. Change of command ceremony or funeral attendance ([70 Comp. Gen. 200 \(1991\)](#)) when the DoD component head or designee determines that circumstances relating to the component's activities justify designating the employee as the component's official representative.

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**C4415 TDY ASSIGNMENT SELECTIONS**

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

**C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS**

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

B. Clearances

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

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

- a. Advance notification for submission of clearance requests before travel begins, and
- b. Duty and travel restrictions for an employee who possesses highly sensitive information.

3. Security Clearance

- a. An employee on TDY must follow all departmental security regulations.
- b. An AO must ensure each traveler is thoroughly briefed on security provisions when classified information disclosure is involved.
- c. When required, notification of a traveler's access to classified material must be furnished to the commander of a destination activity.
- d. When pertinent, an employee's current security clearance must be stated in the order.
- e. The AO must ensure security clearance designation correctness.

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

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

**C4425 ITINERARY VARIATION**

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

- 1. Omit travel to named destinations,
- 2. Change the named destinations travel sequence,
- 3. Change the specified time for remaining at a named destination, and/or

4. Travel to additional destinations.

B. Variation *Not* Authorized in the Order

1. When an order does not contain authority for itinerary variation, but circumstances arising after travel begins require itinerary variation, the appropriate AO may orally authorize changes before the variance is made and later confirm it in writing.
2. *The authority for itinerary variation must not be substituted for inadequate advance preparation.*
3. *Variation authority does not grant a blanket order.*

**C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)**

A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long-term TDY assignment away from the PDS. All of the following criteria must be met for an assignment to be TDY ([68 Comp. Gen. 465 \(1989\)](#)):
  - a. The duties to be performed are temporary in nature,
  - b. The assignment is for a reasonable time duration, and
  - c. TDY costs are lower than round-trip TCS or PCS expenses.
2. An employee's PDS is where an employee spends, and is expected to spend, the most time.
3. The “temporary” designation of an employee's duty station on an order is not necessarily controlling.
4. Long-term TDY should not exceed 180 consecutive days ([64 Comp. Gen. 205 \(1985\)](#); [62 id. 560 \(1983\)](#)).

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

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the par. C4430-A criteria are satisfied, the Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command must determine if TDY of greater than 180 days is appropriate ([38 Comp. Gen. 853 \(1959\)](#)). A written request and justification must be forwarded to the Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command as soon as practicable. This determination should be made before the order is issued. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the order as written (making sure the advice in par. C4430-E is contained in the TDY order remarks section), or
2. Direct amending the order to:
  - a. Terminate the duty thereby returning the employee to the old station or assigning a new station,

- b. Change the assignment from TDY to a PCS,

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

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

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

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

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

<http://www.cpms.osd.mil/ASSETS/D6393349C41E421AB3CBB78AB35D9A9A/Feb122008.pdf>.

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

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

1. An employee who performs TCS is subject to federal, state and local income tax obligations on some but not all of the TCS reimbursements (par. C5650 for RIT allowance).
2. A civilian employee's TDY assignment at one location for more than a year may end up being considered, by the IRS, to be a permanent assignment and any reimbursement (especially per diem) may be considered taxable income by the IRS. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location (par. C4715 for ITRA).
3. An IRS statute, 26 USC §162(a) and the implementing IRS regulations in 26 CFR 162, do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

#### **C4435 TDY PRIOR TO REPORTING TO THE FIRST PDS**

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

#### **C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE**

A. General. ***Par. C4440 applies only if the need for the TDY is unknown to the employee prior to the employee's departure on leave.*** If the TDY is known by the employee before departure on leave, the employee is reimbursed

actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. *City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun (APP P2).*

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

C. TDY at Other than Leave Point

1. Authorized to Resume Leave upon TDY Completion. An employee on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (par. C2000-B). TDY allowances are payable at the TDY location.

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

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

b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

3. Directed to Proceed to a New PDS upon TDY Completion. An employee directed to proceed to a new PDS after TDY completion is authorized PCS travel and transportation allowances for travel performed from the:

a. Old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and

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

c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

#### **C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION**

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

#### **C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS**

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

#### **C4460 TDY ASSIGNMENT TO A SUBMARINE**

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

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**C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS**

Ch 7, Part H.

**C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**

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

**C4475 TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE**

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

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

1. Traveler's residence (from which the traveler commutes daily to the PDS),
2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS, or
3. Place near the traveler's residence where the POC is garaged/stored.

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

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

**C4480 POC TRAVEL TO AND FROM A CARRIER TERMINAL**

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

## 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&amp;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

<b>PCS Travel</b>		
<b>NOTE: Par. C5060-D3 for the current <a href="#">Standard CONUS per diem rate</a>.</b>		
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:		
<b>Per Diem for Actual Travel Under the Lodgings-Plus' Method</b>		
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
<b>Employee's per diem authorization =</b>		<b>\$841.00</b>
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
<b>Total amount payable to employee =</b>		<b>\$1,892.25</b>
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 <a href="#">Standard CONUS per diem rate</a> of \$116 (\$70/ \$46), par. C5060-E3.		
<b>Day 1</b> (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.		
<b>Day 2</b> , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
<b>Day 3 to 8</b> , 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.		
<b>Day 9</b> , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
<b>Day 10</b> (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

<b>PCS Travel</b>		
<b>NOTE: Par. C5060-E3 for the current <u>Standard CONUS per diem rate</u>.</b>		
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:		
<b>Per Diem for Actual Travel Under the Lodgings-Plus' Method</b>		
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
<b>Employee's per diem authorization =</b>		<b>\$365.00</b>
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
<b>Total amount payable to employee =</b>		<b>\$821.25</b>
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.		
<b>Day 1</b> (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50.		
<b>Day 2 and 4</b> - 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.		
<b>Day 3 and 5</b> - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92.		
<b>Day 6</b> (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

<b>PCS Travel, Actual Costs Exceed the GOV'T Cost</b>		
<b>NOTE: Par. C5060-E3 for the current <u>Standard CONUS per diem rate</u>.</b>		
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:		
<b>Per Diem for Actual Travel Under the Lodgings-Plus' Method</b>		
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
<b>Total</b>		<b>\$1,367.00</b>
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
<b>Employee total travel costs (\$1,367.00 + \$1,025.25) =</b>		<b>\$2,392.25</b>
<b>Total amount payable to employee (\$928 + dependent per diem \$696, 75% of \$928) =</b>		<b>\$1,624.00</b>
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

<b>PCS Travel OCONUS to OCONUS</b>		
<b><i>NOTE: Par. C5060-E3 for the current <a href="#">Standard CONUS per diem rate</a>.</i></b>		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.		
The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day. Par. C5060. Lodgings were occupied for 1 night.		
The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:		
Per Diem for Actual Travel using the 'Lodgings-Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = \$500 =		\$500
Day 1 (departure day)	\$127 (lodging) + \$156 x 75% =	\$244
Day 2	\$125 (lodging) + \$72 =	\$197
Day 3 (arrival day)	\$68 x 75% =	\$51
Employee's per diem authorization =		\$492
Per diem for accompanying spouse at ¾ of the amount due the employee =		\$369
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		\$369
Total amount payable to employee = (\$492 + 2 dependents per diem (\$738 = 75% of \$492 x 2) =		\$1,230
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771 ÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 3 days.		
The maximum allowable <a href="#">per diem rate</a> 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

<b>PCS/Separation Travel</b>	
<b><i>NOTE: Par. C5060-E3 for the current <a href="#">Standard CONUS per diem rate</a>.</i></b>	
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

<b>PCS Travel - More than 12 Hours</b>		
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.		
<b>REIMBURSEMENT</b>		
<i><b>NOTE: PCS travel M&amp;IE is authorized at a flat 75% of the applicable M&amp;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.</b></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

<b>Reimbursement Computation for Employee, Spouse, and 1 Child in One Automobile</b>	
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. <b>TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>\$1,938.79</b>

<b>Reimbursement Computation for Two Employees (married to each other) and 1 Child in One Automobile</b>	
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
<b>6. TOTAL REIMBURSEMENT</b>	<b>\$2,206.29</b>
<b>Total reimbursement to employee 1 is \$466.29 + \$650 + \$10 = \$1,126.29</b>	
<b>Total reimbursement to employee 2 is \$720 + \$360.00 = \$1,080.00</b>	

C. Reimbursement Computation Example for Two Automobiles

<b>Reimbursement Computation for Two Automobiles</b>	
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
<b>8. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>\$2,405.08</b>

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

<b>MALT Computation for Two Separate Trips</b>	
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
<b>Total MALT payable for POC travel</b>	<b>\$285.78</b>
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-G 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](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](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](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](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](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](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 12 months (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 POC to retrieve stored HHG. The employee is authorized en route per diem and MALT for the round-trip since relocation travel by POV is deemed to be to the GOV'T's advantage.

11. B-253033, 16 November 1993 (<http://archive.gao.gov/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 D: HOUSEHOLD GOODS (HHG) TRANSPORTATION ([FTR §302-7](#))

### SECTION 1: GENERAL

#### C5150 GENERAL

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

#### C5152 ELIGIBILITY

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

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official duty station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;
4. An SES employee authorized last move home benefits ([FTR §302-3.304](#));
5. An employee authorized a TCS.

#### C5154 BASIC ALLOWANCES

##### A. General

1. An employee/appointee, who is authorized a move at GOV'T expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: ([FTR §302-8.1](#))
  - (a) CONUS isolated PDS;
  - (b) OCONUS PDS to which HHG transportation is limited;
  - (c) OCONUS PDS and NTS is in the GOV'T's best interest or cost effective to do so; or
  - (d) TCS (par. C5715-B3).
3. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.
4. NTS of HHG is not permitted for a career SES employee for last move home.

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

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

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

1. Policy. PBP&E are HHG and are part of the PCS weight allowance. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C3 ([FTR §302-7.4](#)).
2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:
  - a. Before shipment occurs, an itemized PBP&E inventory must be provided for review by an official designated by the authorizing/order-issuing command.
  - b. Appropriate evidence (as determined by the authorizing/order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.
  - c. An appropriate official designated by the authorizing/order-issuing command at the new PDS must review and certify that the itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS. The same official must further certify that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS. [CBCA 1517-RELO, 23 December 2009](#).
3. Administrative Expense. When the PBP&E are authorized for shipment as an administrative expense:
  - a. The transportation cost is not chargeable to travel and transportation expenses appropriations.
  - b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) ([FTR §302-7.13](#)).
  - c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).
  - d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. C5170-D.
  - e. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense ([FTR §302-7.17](#)). Par. C5167-C details HHG transportation from OCONUS to CONUS PDSs.
4. Administratively Restricted HHG Weight
  - a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C3.
  - b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 lbs. The employee has 1,000 lbs. of PBP&E. The PBP&E is shipped in addition to the 4,500 lbs. of HHG.)
  - c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C3.

**D. Additional Consumable Goods ([FTR §300-3.1](#))**

1. An employee, assigned to an OCONUS PDS designated in APP F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 lbs. HHG net weight allowance.
2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
3. The employee's PCS order should show the consumable items authorized weight allowance in APP F.
4. Consumable goods are transported like HHG.

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

F. HHG Transportation Expenses

1. GOV'T-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
  - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
  - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
  - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
  - d. SIT NTE 90 days, as applicable. Par. C5190-B1.

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

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:
  - a. Exceeding the authorized weight allowance;
  - b. Transportation between other than authorized locations;
  - c. Transportation of articles that are not HHG (APP A3 -- Household Goods);
  - d. Transportation in more than one lot (other than a UB shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-C);
  - e. Special services requested by the employee, i.e., the cost of increased valuation liability; and,
  - f. Transportation related costs that are incurred by the GOV'T due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. [DTR 4500.9-R, Part IV, Ch 401](#); *website* [http://www.transcom.mil/j5/pt/dtrpart4/dtr\\_part\\_iv\\_401.pdf](http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_401.pdf).

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

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

2. Documents

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

b. Documentation

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

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

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

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

(2) Constructed weight may be used when:

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

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

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

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

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

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

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

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

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

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

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

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

K. HHG Transportation between Local Residences

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

***NOTE: SIT is not authorized.***

2. Local Transportation Costs

- a. Local transportation costs are charged to the command authorizing the transportation.
- b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.
- c. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. C5170-D.
- d. The 18,000-lb. limitation (par. C5154-B) and the 4,500-lb. limitation (par. C5168) do not apply to this HHG transportation authorized.

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## SECTION 2: HHG TRANSPORTATION

### C5158 RE-TRANSPORTATION OF THE SAME HHG

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

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Agency concerned.

### C5160 TRANSPORTATION METHODS ([FTR §302-7.100-201](#))

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

#### B. UB

##### 1. General

- a. UB weight is part of the total authorized HHG weight allowance.
- b. UB is defined in APP A1.
- c. Express and freight shipments made by the GOV'T must be made under GOV'T transportation policy and procedures.

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

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

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

###### a. General

- (1) The UB total transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight.
- (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.
- (3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's or dependent's transportation departure time.

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

- (1) Transportation by the lowest overall cost mode cannot provide the required service,
- (2) The employee certifies the UB is necessary to carry out the assigned duties, or
- (3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense ([FTR §302-7.200](#))

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

- a. The HHG transportation authority, and
- b. That the HHG are to be transported by a GOV'T-arranged move, and
- c. That unauthorized charges are the employee's financial responsibility.

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

\*3. GOV'T-arranged Move Cost. The GOV'T-arranged transportation cost in CONUS is determined by using the 'Best Value' methodology for the channel and the actual HHG weight transported (NTE the maximum weight (18,000 lbs.)). The OCONUS cost is constructed using the 'Best Value' single factor rate. For details on how 'Best Value' cost is determined, refer to the USTRANSCOM website under Defense Personal Property program (DP3) business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).

D. Commuted Rate ([FTR §302-7.13](#))

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

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

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

- a. Transportation,
- b. Packing,
- c. Unpacking,
- d. Crating,
- e. Drayage, and
- f. SIT.

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

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

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

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

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

1. Authorized HHG weight allowance, and
- \*2. Cost of GOV'T-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places.

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

G. Limitations

1. All HHG transportation for which the GOV'T pays must:
  - a. Be only for HHG within the employee's authorized HHG weight allowance;
  - \*b. Not exceed the GOV'T-arranged move transportation cost of transporting the maximum HHG weight allowance in one lot between authorized places, when GOV'T-arranged move is available; and
  - c. Be made on U.S. flag carriers, when reasonably available.
2. HHG may not be moved at GOV'T expense when:
  - a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
  - b. The employee violates the agreement under which the HHG originally were transported,
  - c. The employee has no transportation at GOV'T expense authorized by JTR, or
  - d. Authorized transportation does not begin within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement ([28 Comp. Gen. 95 \(1948\)](#)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***
2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS order.

3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies ([GSBCA 15489-RELO, 20 December 2001](#)).
6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

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

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

**C5165 FACTORS AFFECTING HHG TRANSPORTATION**

- A. Combining Weight Allowances when Husband and Wife Are Both Employees. Par. C5000-B.
- B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at GOV'T expense.

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

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

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

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

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

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

2. To and between OCONUS PDSs

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

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

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

3. From an OCONUS PDS

a. General

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

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

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

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

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

- (1) The HHG transportation authority (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (NTE 2 years) after separation.
- (2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.
- (3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 2 years from the employee's separation effective date.
- (4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days at GOV'T expense cannot be authorized/approved except as noted in par. C5191.*

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

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

#### C5167 TRANSPORTATION UNDER A PCS ORDER

##### A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The GOV'T's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the GOV'T's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

##### B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5110.
2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is

financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

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

C. HHG Transportation from OCONUS to CONUS PDSs

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

2. Advance Return Transportation of HHG

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

- (1) The advance return transportation of all or any part of an employee's HHG (at GOV'T expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, par. C5450 for the dependent's early return.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the GOV'T even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel ([B-188345, 13 April 1977](#)).
- (3) Reimbursement of the employee's transportation costs may not exceed the GOV'T's cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance HHG transportation at GOV'T expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the GOV'T's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) *GOV'T transportation facilities may not be used ICW the advance HHG transportation.*

c. Employee Returning for Separation

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

- \* (2) HHG transportation may be to any alternate destination, but reimbursement for transporting an employee's HHG from the OCONUS PDS and/or from NTS to an alternate destination must not exceed the GCC of transporting the maximum HHG weight allowance in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee's service agreement ([CBCA 1162-RELO, 1 July 2008](#)).
- (3) The employee is financially responsible for any excess cost ([63 Comp. Gen. 281 \(1984\)](#)).
- (4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from GOV'T service ([FTR §§302-7.17, 302-7.303](#); and JTR, par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.
- d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at GOV'T expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at GOV'T expense from a safe haven location to the evacuated employee's assigned PDS.

## PART F: MOBILE HOME TRANSPORTATION (FTR PART §302-10)

### C5250 GENERAL (FTR, §302-10.1)

1. This Part prescribes mobile home allowances and transportation for an employee authorized to make a PCS move.
2. APP A1 for mobile home.
3. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, mileage, and transportation expenses for the employee and dependent(s) (FTR, §302-10.6).
4. The mobile home may be moved at GOV'T expense only if it will be used as the residence at the new PDS (FTR, §302-10.6).

### C5255 AUTHORIZED TRANSPORTATION

An employee authorized HHG transportation at GOV'T expense may be authorized mobile home transportation allowances in lieu of HHG transportation when:

1. The mobile home is acquired on/before the effective date of the employee's PCS/TCS travel authorization;
2. The employee certifies that the employee/dependent(s) intends to use the mobile home as a primary residence at the location to which it is being moved (FTR, §302-10.2);
3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the employee's expense and to the GOV'T's/transporter's satisfaction to withstand transportation; and
4. The employee is authorized to make a PCS move between places in par. C5260.

### C5260 GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)

A. Authorized Origin/Destination Points. Mobile home transportation allowances may be authorized only for transportation:

1. Within CONUS,
2. Within Alaska, and
3. Between a CONUS and an Alaskan PDS,
4. Through Canada en route between Alaska and CONUS,
5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),
6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
7. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

***NOTE: Appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.***

B. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:

1. Within CONUS,
2. Within Alaska,
3. Through Canada en route between Alaska and CONUS, or
4. Through Canada between one CONUS point and another.

C. Transportation Limitations (FTR, §302-10.3)

1. Mobile home transportation for an authorized employee is between the old and new PDS or between any other two points subject to the GOV'T's transportation cost liability to transport 18,000 lbs. of HHG between the old and new PDS plus 90 days of HHG SIT.

2. *Any 'unused' mobile home transportation cost may not be used to ship HHG.*

## **C5265 ALLOWANCES**

A. General

1. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 lbs.) plus 90 days of HHG SIT between the authorized points.

2. **Example.** An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.

\*3. The employee's maximum allowances are determined by using the 'Best Value' methodology for the channel times the maximum weight (18,000 lbs). For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under DP3 business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).

B. Transportation. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

\*C. Employee Married to Employee. When both spouses are employees, they may combine their PCS HHG weight allowances if each has a PCS travel order to determine the maximum GOV'T cost liability to move their mobile home when each employee is authorized:

1. A mobile home allowance, and
2. Movement of a mobile home on a PCS order.

***NOTE: Only 90 days of storage of the combined weight may be included in the GCC calculation.***

D. Employee Married to Uniformed Member. When one spouse is an employee and the other a uniformed member, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the GOV'T's cost liability to transport their mobile home (JFTR, par. U5505-B ***NOTE***).

***NOTE: Only 90 days of storage of the combined weight may be included in the GCC.***

## **C5270 TRANSPORTATION LIMITATIONS**

- A. Limitation. Reimbursement is NTE what the GOV'T would incur for HHG transportation and 90-days of HHG SIT (FTR, §302-10.1).
- B. Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means.

**C5275 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION**

A. General. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. C5255 may transport a mobile home at personal expense and be reimbursed for transportation costs (pars. C5275-C, C5280, and C5275-C2). **Reimbursement is NTE the amount in par. C5265-A.**

B. Transportation Conditions. The employee, or dependent/heir when appropriate, should ensure that:

1. The transporter's bill/invoice includes specific cost itemization of charges;
2. The carrier's preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir); and
3. The body, frame, springs, wheels, brakes, and tires are in appropriate condition to permit transportation.

***NOTE: Any damage/repair charges resulting from extra property placed in the mobile home that constitutes an overload condition are the employee's financial responsibility.***

C. Allowed Transportation Costs (FTR, §302-10.200). When mobile home transportation is by a personally procured commercial transporter, (par. C5280-B1 for preparation fees allowed as transportation costs), reimbursement is authorized (**NTE the amount in par. C5265-A**) for the following:

1. Transportation over Land (FTR, §302-10.200(a))
  - a. The carrier's charges for actual mobile home transportation (NTE the applicable tariff for such movements approved by an appropriate regulatory body) provided any substantial deviation from the DTOD is explained;
  - b. Ferry fares; bridge, road, and tunnel tolls;
  - c. Taxes; charges or fees fixed by a State or other GOV'T authority for permits to transport mobile homes in or through its jurisdiction;
  - d. The carrier's service charges for obtaining such permits; and
  - e. Pilot (flag) car or escort services, if required by State or local law.
2. Transportation over Water (FTR, §302-10.5)
  - a. Over-water mobile home transportation is authorized only for transportation from an origin within CONUS/within Alaska to a destination within CONUS/within Alaska.
  - b. When a boat used as a primary residence is transported over water, the transportation allowance costs include (FTR, §302-10.200(b)):
    - (1) Fuel and oil used for propulsion of the boat;
    - (2) Pilots/navigators in the open water;
    - (3) A crew;

- (4) Harbor pilot charges;
- (5) Docking fees incurred in transit;
- (6) Harbor/port fees and similar charges related to entry in and navigation through ports;
- (7) Towing, (in tow or towing by pushing from behind); and
- (8) Similar expenses.

D. Transportation Costs Not Allowed (FTR, §302-10.207). When mobile home transportation is by a personally procured commercial transporter, reimbursement is not authorized for:

1. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges (par. C5275-B);
2. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service";
3. Special handling costs requested by the employee;
4. Costs of disconnecting/connecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and
5. Storage.

#### **C5280 MOBILE HOME TOWED BY POC**

##### A. Allowances

1. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POC, an allowance of \$0.11 per mile is paid to cover the transportation costs listed in par. C5275-C (FTR, §302-10.201).
2. The Service/Defense Agency concerned pays the transportation preparation/resettling costs at the destination as provided in par. C5280-B (FTR, §302-10.202(b)).
3. ***Reimbursement of \$0.11 per mile is paid for mobile home transportation in addition to a POC PCS mileage allowance as provided in par. C2505*** (FTR, §302-10.201).
4. Distance computation (FTR, §302-10 Subpart B) is determined by the DTOD (par. C1065-A).

B. Preparation Costs Allowed (FTR, §302-10.204). In addition to the allowances in par. C5280, a reimbursable allowance includes costs generally associated with mobile home preparation at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. Par. C5270 for transportation cost limitations.

Preparation costs include:

1. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
2. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
3. Blocks purchased in lieu of transporting blocks from old PDS and the cost of replacement blocks broken while the mobile home was being transported;
4. HHG packing/unpacking associated with (i.e., inside) the mobile home;

5. Disconnecting/connecting utilities;
6. Skirting removal/installation labor costs;
7. Movement/reassembling costs of separating, preparing, and sealing each half of a doublewide mobile home;
8. Trailer towing lights installation/removal;
9. Extension costs of existing water/sewer lines;
10. Dismantling/assembling costs for a portable room appended to a mobile home;
11. Travel lift fees; and
12. Similar expenses.

**C5285 GOV'T-PROCURED TRANSPORTATION**

A. General (FTR, §302-10.206). An authorized employee may request and, subject to the employee's written agreement to be responsible for any excess costs involved, the GOV'T may arrange the employee's mobile home transportation by commercial/GOV'T means to/from the points authorized in this Part.

B. GOV'T's Cost Obligation

1. The GOV'T's cost obligation is for the costs of:
  - a. Pickup;
  - b. Transportation; and
  - c. Delivery of the mobile home;

to the destination ready for occupancy, except for the costs in par. C5275-D3. *The employee does not receive any other allowances for the transportation involved nor may the employee transport any HHG separately at GOV'T expense.*

2. Costs Allowed. Costs allowed include charges for:

- a. Actual transportation;
- b. Ferry fares;
- c. Bridge, road, and tunnel tolls;
- d. Taxes; and
- e. Municipal, state, and/or local permits.

3. Costs Not Allowed (FTR, §302-10-207). The employee is responsible for any excess preparation, transportation, or non-allowable charges such as costs for:

- a. Storage accruing at any point unless caused by conditions beyond the employee's control;
- b. Special handling requested by the employee;
- c. Insurance/excess valuation over the carrier's maximum liability;

d. Body/chassis mobile home preparation and any repairs/maintenance performed en route including replacement costs for parts/tires; and

e. Disconnecting/connecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

4. Denied Payment. When the costs in par. C5285-B3 are not collectable from the employee's pay because the employee is/will no longer be in a pay status following mobile home transportation, the employee's repayment request must be denied.

**C5290 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS (FTR, §302-10.203)**

The allowances in pars. C5275 and C5280 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

**C5295 ADVANCE PAYMENT (FTR, §302-10.300)**

1. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured using a commercial carrier.

2. The advance is NTE the estimated amount allowable.

3. An advance is not authorized when the GOV'T pays the carrier directly (FTR, §302-10.301).

**C5297 EMPLOYEE DEATH (FTR, §303-70.302)**

A. CONUS. If the employee dies:

1. In-transit or has reported to the new PDS, the mobile home is moved at GOV'T expense.

2. While stationed at a CONUS PDS and the dependents are at that PDS (i.e., not in-transit or have not left the old PDS yet) the GOV'T will not pay to move the mobile home for the dependent's/heirs (FTR, §303-70.304).

B. OCONUS

1. If an employee dies while stationed OCONUS the GOV'T will move the mobile home, left behind in CONUS, for the dependents/heirs to:

a. The actual residence (APP A3), or

b. An alternate destination,

*but the allowable expenses cannot exceed the cost of transportation to the decedent's actual residence.*

2. Travel and transportation must begin within one year from the date of the employee's death.

3. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

**PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-11)****SECTION 1: GENERAL****C5750 GENERAL**

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:

1. Sale of a residence,
2. Settlement of an unexpired lease involving:
  - a. The residence, or
  - b. A lot on which a mobile home used as a residence was located at the old PDS; and/or
3. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. C5750-B.

***NOTE: An employee, who elects PM services after the DoD Component offers them, may later elect to sell the residence per par. C5825-D1 within the applicable time limitation and par. C5810-E provisions. The reimbursement, including the amount previously paid for PM services, may not exceed the reimbursement limitations in par. C5756-B. This authority does not extend to an employee enrolled in the Home Sale Program.***

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is authorized:

1. A PCS is authorized/approved and, except as in par. C5750-D, the old and new PDSs are located in CONUS/non-foreign OCONUS areas;
2. The dwelling at the old PDS is the employee's actual residence when informed that transfer to a new PDS was definite;
3. The settlement dates for the sale (or lease termination) and purchase are within the time limitation in par. C5750-C (***NOTE: Par. C1057 to authorize an extension on the time limitation on residence transactions.***);
4. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work on a daily basis (weekend travel does not qualify). ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling in which the employee's dependent(s) reside or will reside, but only if the residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.***

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's transfer effective date (APP A3).
2. For an employee eligible under par. C5750-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.

**Part P: Real Estate Transaction & Unexpired Lease Expense Alws/Section 1: General**

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3. The 2-year period begins on the employee's transfer effective date and ends on the second anniversary of that date. For example: If an employee's transfer effective date was 20 October 2005, settlement must occur no later than 20 October 2007.)
4. The 2-year period may be extended for up to an additional 2 years by the funding activity's commanding officer/designee. Par. C5750-C10 for extension limits.
5. The employee should submit a written time extension request to the appropriate authority within the initial 2-year period.
6. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost.
7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS.
8. Costs for transactions completed after the 4-year period may not be reimbursed. ([B-191018, 26 December 1978](#)).
9. The 2-year extension is effective for an employee whose transfer effective date (APP A3) is on or after 19 February 2002. For an employee with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.
10. *There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2-8 and 302-2.11 which has the force and effect of law. [B-245281, 20 February 1992](#); [GSBCA 16889-RELO](#) at <http://www.gsbca.gsa.gov/relo/r1688902.txt>; and [GSBCA 16790-RELO](#) at <http://www.gsbca.gsa.gov/relo/r1679013.txt>.*

**D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS**

1. **Definitions.** The following definitions apply for the purposes of par. C5750-D:
  - a. **Former CONUS/Non-foreign OCONUS PDS.** The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.
  - b. **Foreign Area.** APP A1.
2. **Applicability**
  - a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.
  - b. The distance between the former and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. C5080-F for change of station within the same city/area.
3. **Ineligible Employee.** An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at GOV'T expense under a civilian PCS travel authorization/order is not eligible for real estate allowances. The following are ineligible:
  - a. A locally hired employee in par. C5566-E2a(1) (former member of U.S. armed forces).
  - b. A locally hired employee in par. C5566-E2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area

PDS;

c. A locally hired employee in par. C5566-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and

d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

e. A former employee with a BREAK IN SERVICE (APP A definition) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area ([GSBCA 16811-Relo, 13 March 2006](#), <http://www.gsbca.gsa.gov/relo/s1681113.pdf>).

4. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C5750-D4a to be eligible for expense reimbursement in par. C5750-D4b.

5. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel authorization/order) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. Service Agreement Required. A signed service agreement in par. C5075 is required for reimbursement of residence transaction expenses authorized under par. C5750.

#### E. Residence Sale in Anticipation of Transfer

##### 1. Following Base Closure Announcement

a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee ([58 Comp. Gen. 208 \(1979\)](#)).

b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an affected employee, is a clearly evident intent to transfer the employee ([B-249451, 7 January 1993](#)).

c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

***e. Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.***

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. C5750-D.

**2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS**

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following official notification receipt. Real estate expense reimbursement is IAW this Part. Upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel authorization/order transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. ([72 Comp. Gen. 130 \(1993\)](#)).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comp. Gen. and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. Example 1. An employee transferred from AK to a foreign PDS, Singapore, in the GOV'T's interest. The employee sold the AK residence after being notified by agency officials that return would not be to AK and that return rights would be to the prior position in Savannah, GA. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, SC. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the residence sale in AK since it was sold after the employee had been officially notified that the return would not be to AK but to a different duty station in CONUS or non-foreign OCONUS area ([72 Comp. Gen. 130 \(1993\)](#), <http://redbook.gao.gov/11/fl0052879.php>).

2. Example 2. An employee assigned at Fort Shafter, HI, was notified that the employee would be transferred to Fort McPherson, GA. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in HI. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in HI was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the U.S. (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to HI. The employee was later transferred from Korea to Huntsville, AL. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, VA, or in the alternative, Huntsville, AL, if the function was transferred there. The Comp. Gen. believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in HI. The employee sold the residence in HI after receiving the official notice. The Comp. Gen. authorized real estate allowances for the employee's residence sale in HI since the criteria enunciated in [72 Comp. Gen. 130 \(1993\)](#) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation

that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station ([B-255822, 17 May 1994](#), <http://archive.gao.gov/lglpdf64/151692.pdf>).

3. **Example 3.** An employee who transferred to Brasilia, Brazil from Grand Junction, CO, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same CONUS duty station (B-[242558, 19 Jun 1991](#), <http://redbook.gao.gov/12/fl0055381.php>).

4. **Example 4.** (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, CA, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DoD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, FL. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP ([GSBCA 13699-Relo, 21 March 1997](#), <http://www.gsbcg.gsa.gov/relo/r136990.txt>).

5. **Example 5.** (BRAC – Sale of Residence in Anticipation of Transfer). A DoD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, [B-249451, 7 January 1993](#), which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming ([B-261836, 13 November 1995](#), <http://archive.gao.gov/legald425p10/a06920.pdf>).

6. **Example 6.** (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, CO, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, CO, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, OK. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, OK. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which the employee transferred to the foreign post of duty ([GSBCA 14889-Relo, 7 April 1999](#), <http://www.gsbcg.gsa.gov/relo/r1488907.txt>). *The Comp. Gen. noted in this decision that the PDS includes the residence or other QTRS from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence.*

**G. General**

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

- a. In the employee's name alone,
- b. Jointly in the names of the employee and one or more dependent(s), or
- c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. C5750-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

a. Legal Title Interest. Except as in par. C5750-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or dependent(s) is/are the only trust beneficiary(ies);
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only trust grantor/settler, or retain the right to direct property distribution upon trust dissolution or death; and
- (f) Employee provides the DoD component concerned with a trust document copy.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the:

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
- (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a financing agreement condition; and
- (d) Employee provides the DoD component concerned with a financing document copy.

The DoD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party(ies).

**NOTE:** [GSBCA 16938-RELO at http://www.gsbca.gsa.gov/relo/r1693825.txt](http://www.gsbca.gsa.gov/relo/r1693825.txt), and [GSBCA 16943-RELO at http://www.gsbca.gsa.gov/relo/r1694311.txt](http://www.gsbca.gsa.gov/relo/r1694311.txt).

- (a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.
- (b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and the:
- 1- Property is the employee's residence (par. C5750-B2);
  - 2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;
  - 3- Lender requires the accommodation party's signature on the finance document;
  - 4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
  - 5- Accommodation party's name is on the title;
  - 6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
  - 7- Employee provides the DoD component concerned with acceptable accommodation documentation. The documentation may include a financing document copy and/or a written statement from the employee certifying that the conditions in par. C5750-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DoD component concerned.
- (4) Title Held by Property Seller. The title is held in the property seller's name and the:
- (a) Property is the employee's residence as described in par. C5750-B2;
  - (b) Employee and/or dependent(s) have the right to use the property and to direct property conveyance;
  - (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon payment schedule completion; and
  - (d) Employee provides the DoD component concerned with a financing agreement copy.
- (5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:
- (a) The property is the employee's residence as described in par. C5750-B2;
  - (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
  - (c) Only the employee and/or dependent(s) has made payments on the property;
  - (d) The employee and/or dependent(s) receives all proceeds from the property sale; and

(e) The employee provides documentation acceptable to the DoD component that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DoD component concerned.

#### H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependent share title to a residence with someone else, or if an employee has title interest under par. C5750-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:

a. Multiple Occupancy Dwelling. If the residence is a duplex/other type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis (GSBCA 15720-RELO, 28 March 2002).

b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought/sold (CBCA 787-RELO, 6 February 2008).

I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. C1004.

### **C5753 EXCLUSIONS**

The following individuals are not eligible for reimbursement under the provisions of this Chapter, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. C5750-D;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4630;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing RAT and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is authority when return is to a different PDS that is at least 50 miles from the old PDS (par. C5080-F) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

### **C5756 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE**

#### A. Reimbursable Expense

**Part P: Real Estate Transaction & Unexpired Lease Expense Alws/Section 1: General**

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1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the old PDS locality. No such fee/commission is reimbursable ICW the new PDS home purchase
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.
3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:
  - a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
  - b. Preparing conveyances, other instruments, and contracts;
  - c. Related notary fees and recording fees;
  - d. Making surveys, preparing drawings or plats when required for legal financing purposes;
  - \*e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference (CBCA 1825-RELO, 17 March 2010):
    - (1) Fee for Courier delivery or similar service;
    - (2) Cost of preparing power of attorney; and
  - \*f. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges ([56 Comp. Gen. 561\(1977\)](#)). Litigation costs are not reimbursable.

#### 4. Miscellaneous Expenses

- a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:
  - (1) FHA or VA fee for a loan application;
  - (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence

locality.);

(3) Cost of preparing credit reports;

(4) Mortgage and transfer taxes;

(5) State revenue stamps;

(6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C5756-A4b below;

(7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement is NTE 3 months' interest on the loan balance.);

(8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;

(9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the owner's title insurance policy cost is inseparable from the other insurance costs, which is a prerequisite to property financing or transfer;

(10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;

(11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and

(12) Environmental protection fee if required as a mortgage condition ([GSBCA 16053-Relo, 10 June 03](#)).

b. Non-reimbursable Items. Except as otherwise provided in par. C5756-A4a, the following expenses are not reimbursable:

(1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the employee's protection;

(2) Interest on loans, points, and mortgage discounts;

(3) Property taxes;

(4) Operating or maintenance costs;

(5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued IAW PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C5756-A4a above;

(6) Expenses that result from residence construction; and

(7) VA funding fee ([64 Comp. Gen. 674 \(1985\)](#)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

**Part P: Real Estate Transaction & Unexpired Lease Expense Alws/Section 1: General**

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- a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;
  - b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or
  - c. Any similar causes.
6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the residence locality.
7. Procedure and Claim Requirements. Par. C5759.

*Effective for an employee whose effective date of transfer is on or after 22 March 1997*

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and
2. 5 percent of the purchase price of a residence at the new PDS.

**C5759 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS** (FTR §302-11.301 and 302)

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C5759-A2 and C5759-A3, showing that the employee in fact incurred and paid the expense.
2. Residence Sale. The following supporting documents are required:
  - a. Sales agreement;
  - b. Property settlement document;
  - c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);
  - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;
  - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
  - f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.
3. Residence Purchase. The following supporting documents are required:
  - a. Purchase agreement;
  - b. Property settlement document;
  - c. Loan closing statement;

- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
- f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and
- g. Finance charge disclosure statement when provided by a lending institution in compliance with PL 90-321 "The Truth in Lending Act."

B. Claim Submission. DoDFMR Vol. 9, Chapter 6, paragraph 610 ([http://www.dod.mil/comptroller/fmr/09/09\\_06.pdf](http://www.dod.mil/comptroller/fmr/09/09_06.pdf)).

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

- a. Reasonable in amount, and
- b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (PL 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

- 1. The total claimed is within prescribed limitations,
- 2. All the conditions and requirements under which claims may be paid have been met, and
- 3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 (5 USC §552a) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program (<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo736.html>).

### C5762 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are NTE those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the DoDFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total expenses amount must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

***NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.***

### C5765 RETURN FROM MILITARY DUTY

Par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

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## PART R: EMPLOYEE OR DEPENDENT DEATH

### FTR Chapter 303, Part 303-70

Ch 7, Part M for Emergency Visitation Travel (EVT).

#### C5850 GENERAL

A. Component Responsibility. A DoD Component must provide assistance in arranging, and must pay the expenses for, the preparation (par. C5865) and transportation (par. C5870) of the remains of:

1. An employee who dies while:
  - a. On official travel or on a TDY assignment, or
  - b. Performing official duties outside CONUS, or
  - c. Absent from duty IAW par. C5860-B, or
  - d. Reassigned away from the HOR under a mandatory mobility agreement executed as a condition of employment;
2. A dependent who dies while residing:
  - a. With an employee performing official duties outside CONUS, or
  - b. Away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and
3. Transportation costs to return the deceased employee's and surviving dependents' baggage, HHG, and POV to the employee's official duty station or actual residence while assigned:
  - a. To perform official duties outside CONUS, or
  - b. Away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

B. Application. This Part applies whether or not the:

1. Employee's death is work related, and
2. Employee is serving under a service agreement, including a locally hired employee at an OCONUS PDS.

C. Operational Requirements. The transportation procedures for the remains of a deceased employee and/or a deceased dependent(s) is established by the:

1. DoD Directive 1300.22, Mortuary Affairs Policy.  
<http://www.dtic.mil/whs/directives/corres/pdf/130022p.pdf>.
2. DTR Part VII, Chapter 701 and 702. [http://www.transcom.mil/j5/pt/dtrpart7/dtr\\_part\\_vii\\_701.pdf](http://www.transcom.mil/j5/pt/dtrpart7/dtr_part_vii_701.pdf), and  
[http://www.transcom.mil/j5/pt/dtrpart7/dtr\\_part\\_vii\\_702.pdf](http://www.transcom.mil/j5/pt/dtrpart7/dtr_part_vii_702.pdf), and
3. Sponsoring Service/Agency Regulations.

**C5855 RESPONSIBILITY**

A. General. A commander, or the commander's designee, upon being informed of the death of an employee covered by this Part, must immediately:

1. Inform the decedent's next of kin or legal representative of the allowances under this Part;
2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs ICW par. C5850-A1; and
3. Provide necessary assistance for the return of the decedent's dependent's baggage, HHG and POV IAW par. C5850-A3.

B. Applicable Regulations. Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

**C5860 DEATH RELATED EXPENSES**

A. Death Related to Official Duty Performance. When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 USC §8134. For further information contact the U.S. Department of Labor, Division of Federal Employees' Compensation (DFEC), 200 Constitution Avenue, NW, Washington, DC 20210-0002 or <http://www.dol.gov/esa/owcp/contacts/fecacont.htm>.

B. Death During an Absence from Duty. Death related expenses must be paid for an employee who dies while on leave or on a non-workday while on TDY or assigned at an OCONUS PDS. Payment is NTE the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

**C5865 PREPARATION OF REMAINS**

A. Employee

1. Preparation of Remains. The DoD Component must pay all actual costs including:

- a. Embalming or cremation;
- b. Necessary clothing;
- c. Casket or container suitable for shipment to burial place;
- d. Expenses necessary IAW local laws at the POE in the U.S.; and
- e. Similar expenses.

2. Transportation of Remains. The DoD Component must pay all actual costs involved in the transportation of remains by common carrier (ordinarily used for transportation of remains), hearse, other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including:

- a. Movement from place of death to a mortuary and/or cemetery;
- b. Shipping permits;
- c. Outside case for shipment and sealing of the case, if necessary;

- d. Removal to and from the common carrier;
- e. Ferry fares, bridge tolls; and
- f. Similar expenses.

3. Limitations

- a. Costs for an outside case are not authorized when transportation is by hearse.
- b. Transportation costs by hearse or other means is NTE the common carrier cost ordinarily used for transportation of remains.
- c. Transportation costs to burial place is NTE transportation costs to the actual residence.

B. Employee's Dependent

1. General. When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD Component concerned must furnish mortuary services and supplies on a reimbursable basis when:

- a. Local commercial mortuary facilities and supplies are not available; or
- b. The commander determines that the cost of available mortuary facilities and supplies is prohibitive.

2. Reimbursement. Reimbursement for the cost of mortuary services and supplies furnished under par. C5865-B1 are collected and credited to current appropriations available for the payment of these costs.

**C5870 TRANSPORTATION**

A. Remains of Employee. When an employee dies while performing official TDY anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the actual residence under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The transportation cost is NTE the cost to the actual residence or PDS, whichever is more distant.

B. Remains of Employee's Dependent. When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD Component must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, and it is approved by the commander or designee, expenses paid are NTE the cost of transportation to the dependent's actual residence. ***Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.***

C. Dependent(s), Baggage and HHG

1. While Performing Duties OCONUS

- a. General. The cost of return transportation of a deceased employee's dependent(s), baggage, and HHG (and that of the decedent) must be paid when an employee dies ICW par. C5850-A1. Transportation costs are NTE the cost of returning the dependent(s), baggage, and HHG from the place at which official duties were performed or were to be performed, by the most direct route to the decedent's actual residence or to any other place the commander concerned or designee designates. ***The GOV'T's cost is NTE the transportation cost to the deceased employee's actual residence.***

b. Time Limitation. Travel of the dependent(s) and HHG transportation must begin within 1 year from the employee's date of death. The commander concerned or the commander's designee may grant one, and only one, one-year extension if requested by the family before the end of the initial one-year limit.

\*c. Dependent and HHG Transportation. Except for the limitation imposed in par. C5870-C1b, dependent and HHG transportation under this Part is provided to the same extent as in par. C5085, for the dependent of an employee eligible for separation travel and transportation from OCONUS duty.

2. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependent(s).

3. Baggage

a. The DoD Component must pay transportation costs to return GOV'T property and the deceased employee's personal baggage to the employee's PDS or actual residence.

b. *Expenses for POC baggage transportation, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable.*

c. *Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.*

4. POV

a. OCONUS. Transportation of a POV may be authorized:

(1) When an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS, and

(2) At GOV'T expense, NTE the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence, and

(3) When established that the POV at the OCONUS PDS was in the GOV'T's best interest.

b. CONUS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize the return shipment expenses for the POV when established that the POV was authorized and its presence CONUS was in the GOV'T's best interest ([66 Comp. Gen. 677 \(1987\)](#)).

**C5875 PER DIEM TERMINATION**

Authorized per diem terminates at the end of the calendar day on which an employee dies. All travel advances in excess of the earned per diem may be collected.

**C5880 ESCORT(S) FOR EMPLOYEE REMAINS**

A. Authorization. Escort(s) for an employee's remains may be authorized when an employee's death occurs ICW par. C5850-A1.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. IAW Ch 4, round-trip travel expenses for the escort(s) of the employee's remains may be authorized from/to any place appropriate for burial as determined by the AO.

D. Escort Travel

1. GOV'T Employee. If an authorized escort is a GOV'T employee:
  - a. A TDY order must be issued for travel and transportation at GOV'T expense, and,
  - b. Transportation must be arranged IAW par. C2203.
2. Other than GOV'T Employee. If an authorized escort is not a GOV'T employee:
  - a. An ITA should be issued for travel and transportation at GOV'T expense IAW APP E and APP I 3, par. G, and,
  - b. Transportation
    - (1) Should be provided by the AO through a CTO, or
    - \*(2) If justified, the least expensive unrestricted *economy/coach class* transportation may be arranged directly with the common carrier.
3. Separate Travel. Family members traveling together as escorts should not be separated.

**C5885 PCS EXPENSES**

A. PCS Payment to the Employee's Dependent(s)/Immediate Family. A DoD Component must continue payment of PCS expenses for an employee's dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the employee's PCS order when an employee dies:

1. While in transit to a new CONUS PDS.
2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. C5885-A, the following expenses must be authorized:

1. Travel to the new PDS;
2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;
3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse and other dependent(s)/immediate family;
4. HHG transportation and POV shipment to:
  - a. The new PDS,
  - b. The old PDS, or
  - c. An alternate destination selected by the immediate family, NTE the GCC between the old and new PDSs;
5. HHG SIT for NTE 90 days; and
6. Reimbursement of real estate expenses incident to the PCS.

**C5890 PAYMENT OF EXPENSES**

A. General

1. Allowable expenses may be paid:
  - a. Directly to the person performing the services, or
  - b. By reimbursement to any person making the original payment.
2. Claims for reimbursement must be supported by required receipts.
3. Payment should be made IAW financial management procedures.

B. Payment Prohibition when Other Laws Apply

1. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.
2. The allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

C. Expenses Incident to Death of an Employee Serving in a Contingency Operation. In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with an Armed Force in a contingency operation (APP A1):

1. Round trip transportation and associated per diem for one person to escort the employee's remains to the place authorized in par. C5870;
2. Presentation of a U.S. flag to the employee's next of kin;
3. Presentation of a flag equal to the flag presented in par. C7080-2 to the employee's parents(s), if the person to be presented a flag under par. C5895-C2 is other than the employee's parent.

## PART S: WITNESS TRAVEL

### C7910 WITNESS TRAVEL

A. General. TDY allowances apply when, ICW any judicial/agency proceeding, an employee is:

1. Summoned/authorized to respond,
2. Assigned by the agency to testify/produce official records on the GOV'T's behalf,
3. To testify in the employee's official capacity, or
4. To produce official records on behalf of a party other than the GOV'T.

B. Definitions. The following definitions only apply to par. C7910:

1. Judicial Proceeding. As used in this Part, the term "judicial proceeding" means any action, suit, or other proceeding (such as hearings/conferences before a committing court, magistrate, commission, grand jury, or coroner's inquest) that is judicial in nature held in the U.S./non-foreign OCONUS areas. Included are condemnation, preliminary, and informational (such as a hearing/conference conducted by a prosecuting attorney to determine whether information or a charge should be made in a particular case) proceedings.
2. Agency Proceedings. The term "agency proceeding" refers to "rulemaking" (means agency process for formulating, amending, or repealing a rule); "adjudication" (means agency process for the formulation of an order); and "licensing" (includes agency process respecting the grant, renewal, denial, relocation, suspension, annulment, withdrawal, limitation, amendment, modification, or conditioning of a license).
3. Summoned. The word "summoned" means an official request, invitation, or call, evidenced by an official writing of the court, authority, or party responsible for conducting the proceeding.

\*C. Reimbursement

1. Reimbursement, at the allowable TDY rate/amount, is paid to an employee traveling under par. C7910.
2. Expenses paid by the court, authority, or party causing the employee to be summoned as a witness for a non-GOV'T entity, must be deducted from the travel order.
3. Regulations of the separate departments, regarding absence from duty for court leave, apply.

\*D. Funding

1. Case Involves the Employing Activity. If the employee serves as a GOV'T witness, and the case involves the employing activity, the employing agency pays the travel expenses.
2. Case Does Not Involve the Employing Activity. If the case does not involve the employee's activity, *the responsible agency pays the travel expenses*.
3. Case Involves a Non-GOV'T Party. If an employee serves as a witness in an official capacity, or produces official records for a non-GOV'T entity, the employing agency pays the employee's allowable travel expenses.

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## APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

### PART 1: DEFINITIONS (JFTR/JTR)

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

#### ACCOMMODATIONS

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

#### B. COMMON CARRIER

##### 1. Premium-Class

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

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

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

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

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

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

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

1. Owned by the GOV'T; or

2. Treated as an apartment building by State or local law or regulation; or
3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

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

1. Air Economy or Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or other premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

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

**AGENCY**

A. Includes:

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;
3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T-controlled corporation;
2. Member of Congress;
3. Office or committee of either House of Congress or of the two Houses;
4. Office, agency or other establishment in the judicial branch.

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

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

**ATTENDANT**. An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a order/ITA, accompanies the member/employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and
2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

**AUTHORIZED.**

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

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

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

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

**BAGGAGE**

- A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.
- B. GOV'T material may be included.
- C. *Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).*

1. Accompanied. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.
2. Excess Accompanied. Accompanied baggage in excess of the weight, size, or number of pieces carried without cost by a transportation carrier IAW JFTR, par. U3015-A/JTR, par. C2302-A.
3. Unaccompanied (UB). That part of a member's/employee's prescribed weight allowance of HHG that:
  - a. Is not carried free on a ticket used for personal travel,
  - b. Ordinarily is transported separately from the major bulk of HHG, and
  - c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.
  - d. *ICW PDT, PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.*
  - e. *ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

**BLANKET ORDER. ORDER**

**BUSINESS-CLASS. ACCOMMODATIONS**

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

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

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

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

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

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

A. Standard City-Pair Airfare (YCA):

1. No advance purchase required
2. Last seat availability
3. Used for cost construction purposes.

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

1. Lower prices than the standard city-pair rates
2. Limited number of seats on each flight
3. Not used for cost construction purposes.

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

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

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

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

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

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of Uniformed Services member under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

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

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

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

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

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

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

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

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

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

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

**EMPLOYEE.** A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

**ESCORT.** An escort:

1. Is a member, employee, or other person who, IAW a order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
  - a. Travel is authorized by competent authority, and
  - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

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

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

**FAMILY. DEPENDENT.**

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

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

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

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

**FIRST-CLASS. ACCOMMODATIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp. **NOTE:** *A dining facility/mess established and operated primarily for enlisted member subsistence is not included unless the mess is used by/made available to officers, or used by employees;*
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

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

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

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

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 or more days from a commercial firm.

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

#### **GOVERNMENT MEAL RATE**

A. Discount GOV'T Meal Rate:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.
2. \$9.25 per day.

B. Standard GOV'T Meal Rate:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. \$10.80 per day.

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

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

#### **GOVERNMENT QUARTERS.**

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

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

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodgings or other QTRS obtained by GOV'T contract;
3. QTRS in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a U.S. INSTALLATION owned and operated by a private corporation, if the use of

these facilities is directed by Service regulations;

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

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

B. Adequacy Standards

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

2. Non-DoD Services. Service regulations.

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

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

**\*GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC).** The 'Best Value' cost the Government would have paid for Government-procured HHG transportation.

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

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

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

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

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

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

**HIGHEST CONUS M&IE RATE**

\$51 Effective for travel by car ferry *on/ after 1 January 2005*

\$64 Effective for travel by car ferry *on/ after 1 October 2005*

\$71 Effective for travel by car ferry *on/after 1 October 2009*

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

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

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

**INVITATIONAL TRAVEL. TRAVEL, INVITATIONAL.**

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

**LIGHT REFRESHMENTS.** Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

**LOCALITY PER DIEM RATES.** Maximum per diem rates prescribed for specific localities. For current per diem rates, the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

**LODGINGS-PLUS COMPUTATION METHOD.** The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

**MEMBER (UNIFORMED SERVICES).** A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

**MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual POC operating expenses. (Current rates, JFTR, par. U2600/JTR, par. C2500.).

**MISSING STATUS.** The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

**MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (JFTR, par. U3120-D/JTR, par. C2203-D),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately owned railcar converted

for use as a residence ([51 Comp. Gen. 806 \(1972\)](#)), and a boat a member uses as the place of principal residence ([62 Comp. Gen. 292 \(1983\)](#)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member/employee or the member's/employee's dependents.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for the authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). JFTR, par. U2605-B/JTR, par. C2505-B for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

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

**OFFICIAL STATION. PERMANENT DUTY STATION.**

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER.** A written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel. Provides the traveler information regarding what expenses will be paid. Provides the CTO/TMC documentation for use of travel contracts and similar arrangements with transportation and lodging providers. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel. Types of orders:

A. **Blanket Order.** A order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and restricted to economy-class travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of premium-class transportation and/or an AEA. *The Coast Guard allows AEA on a blanket order.*

1. **Unlimited Open.** Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.
2. **Limited Open.** Allows the traveler to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.
3. **Repeat.** Allows the traveler to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year.

B. **Trip-by-trip.** Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel *must* be authorized on a trip-by-trip basis:

1. Premium-class travel;

2. AEA travel (except the Coast Guard);
3. Conference travel;
4. Foreign travel;
5. Travel received from a non-federal source (donated travel);
6. Training-related travel; and,
7. Travel by volunteers (invitational travel).

**ORDER-ISSUING/AUTHENTICATING OFFICIAL. AO.**

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/ Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

**OVERSEAS. OCONUS.**

**PER DIEM, REDUCED. REDUCED PER DIEM.**

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE.** The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

*The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, USC, other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the U.S. and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoD Directive 5154.29, 9 March 1993).*

**PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD)**

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE:*** The **PLEAD** changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

**PLACE OF PUBLIC ACCOMMODATION. ACCOMMODATIONS, PUBLIC.**

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES. TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

**POST OF DUTY. PDS** An OCONUS PDS.

**PREMIUM-CLASS. ACCOMMODATIONS**

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC). TRANSPORTATION.** Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR, par. U3415-B/JTR, par. C2102-B. ***NOTE:*** *A common carrier, or a conveyance owned by the GOV'T, is not a POC.*

**PRIVATIZED HOUSING.** Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. *Privatized housing is not GOV'T QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing.*

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLOYEE.** (*Also called PRO or PRO-Gear. APP A2 for PBP&E for a member's non-member spouse.*) HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)). The following items are PBP&E:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a member in association with the MARS (DoDD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and
7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).
8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

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

**PROPORTIONAL MEAL RATE.** The average of the standard [GOV'T meal rate](http://www.defensetravel.dod.mil/perdiem/faggovmeals.html) (<http://www.defensetravel.dod.mil/perdiem/faggovmeals.html>) and the meals portion of the applicable [M&IE rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>), rounded up to the nearest dollar.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RESERVE COMPONENT.** The:

- A. Army National Guard of the U.S.;
- B. Army Reserve;
- C. Naval Reserve;
- D. Marine Corps Reserve;
- E. Air National Guard of the U.S.;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Lodgings that are not hotel or hotel-like accommodations.

**SECRETARY CONCERNED.** As defined in 37 USC. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;

- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

*When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.*

**SERVICES. UNIFORMED SERVICES.**

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

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

**STORAGE IN TRANSIT (SIT).** Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. JFTR, par. U5375/JTR, par. C5190. Also referred to as temporary storage.

**TEMPORARY DUTY (TDY) LOCATION. TEMPORARY DUTY STATION.**

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the INSTALLATION. **NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.**

**TEMPORARY STORAGE. STORAGE IN TRANSIT.**

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the [Northern Mariana Islands](http://www.saipan.com), i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).

B. Commonwealth of Puerto Rico

- C. American Samoa
- D. Baker Island
- E. Guam
- F. Howland Island
- G. Jarvis Island
- H. Johnston Atoll
- I. Kingman Reef
- J. Midway Islands
- K. Navassa Island
- L. Palmyra Atoll
- M. Virgin Islands
- N. Wake Island

**TERRITORY OF THE UNITED STATES. TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. **NOTE:** *"Incorporated" territories refer to any areas that Congress has "incorporated" into the U.S. by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

**TRANSOCEANIC TRAVEL.** Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation. (JFTR, par. U3001/JTR. Ch 2 and JFTR/JTR APP G.

**TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H/JTR, Part D) for TDY HHG transportation.

**TRANSPORTATION-IN-KIND.** Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

**NOTE 1:** *The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 37 USC §554/5 USC §5564 and is IAW Service regulations.*

**NOTE 2:** *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's/employee's financial responsibility.*

**TRANSPORTATION REQUEST.** A written GOV'T request (including a GTR which is defined) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW 'travel allowances', the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense in the form of a loan.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

**TRAVEL AUTHORIZATION/ORDER. ORDER.**

**TRAVEL CLAIM (VOUCHER).** A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, INVITATIONAL.** Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E1 for spouse invitational travel.

**TRAVEL MANAGEMENT CENTER (TMC).** (*CONTRACTED*) *COMMERCIAL TRAVEL OFFICE/ TRAVEL MANAGEMENT CENTER (CTO/TMC)* and *TRAVEL MANAGEMENT SYSTEM (TMS)*.

**TRAVEL MANAGEMENT SYSTEM (TMS).** (**FTR §301-73.100-103**) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/TMC, and an electronic system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL.** Authorized travel and assignment solely ICW business of the DoD or the GOV'T.

***NOTE 1:*** *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

***NOTE 2:*** *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

**TRAVEL ORDER. ORDER.**

**TRAVEL STATUS.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (*JFTR, par. U2200/JTR, par. C1060*).

**TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE.** *BAGGAGE, UNACCOMPANIED.*

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES (U.S.).** The 50 states and the District of Columbia.

**U.S.-CERTIFICATED AIR CARRIER.** A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

**U.S. FLAG AIR CARRIER.** *U.S.-CERTIFICATED AIR CARRIER.*

**U.S. INSTALLATION.** A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a GOV'T DINING FACILITY/MESS, and
- C. At which there are U.S. GOV'T operations.

***NOTE:*** *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the INSTALLATION.*

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** *HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

**APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)**

**PART 4: ACRONYMS (JFTR/JTR)**

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

<u>Acronym</u>	<u>Meaning</u>
*ADT	*Active Duty for Training (U)
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAH-DIFF	Basic Allowance for Housing – Differential (U)
BAH-RC	Basic Allowance for Housing - Reserve Component (U)
BAH-T	Basic Allowance for Housing – Transit (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
—CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
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

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

<u>Acronym</u>	<u>Meaning</u>
LPDCI	Living Pattern Data Collection Instrument ( <i>U</i> )
LPQ	Living Pattern Questionnaire ( <i>U</i> )
LPS	Living Pattern Survey ( <i>U</i> )
LWOP	Leave Without Pay ( <i>C</i> )
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military 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&amp;E</i> )
QTRS	Quarters
*R&R	*Rest and Recuperative Leave
RAT	Renewal Agreement Travel ( <i>C</i> )
RC	Reserve Component
RDD	Required Delivery Date ( <i>U</i> )
RIT	Relocation Income Tax ( <i>C</i> )
RPDCI	Retail Price Data Collection Instrument ( <i>U</i> )
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance ( <i>C</i> )
SECDEF	Secretary of Defense
SES	Senior Executive Service ( <i>C</i> )
SIT	Storage in Transit

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

**APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL**

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. *Incidental Expenses (defined as part of per diem in APP A1) are different than these expenses.* Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DoDFMR, Vol. 9, Travel Policy and Procedures at <http://www.dtic.mil/comptroller/fmr/> prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><b>ATM Use (Civilian Employee).</b></p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. <u>DoDFMR</u>, Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X
<p><b>ATM Use (Uniformed Member)</b></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check.</p> <p>3. <u>DoDFMR</u>, Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X		
<p><b>Baggage, Excess Accompanied (Transportation Cost).</b> Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any official travel.</p> <p>2. Be authorized in advance of any official travel for DoD travelers IAW the Service/Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DoD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW official travel unless authorized by the Secretarial Process in advance of travel.</p> <p>JFTR, par. U3015 and JTR, par. C2302.</p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><b>Baggage Expenses.</b> Reimbursement is authorized for necessary travel and transportation-related baggage expenses incurred on official business. These expenses include:</p> <ol style="list-style-type: none"> <li>1. <u>Excess Baggage.</u> Baggage, Excess Accompanied.</li> <li>2. <u>Baggage Transfer.</u> NTE the customary local rates, and necessity for the transfer must be explained.</li> <li>3. <u>Baggage Storage</u> (with explanation).</li> <li>4. <u>Baggage Checking.</u> NTE the customary local rates.</li> <li>5. <u>Curbside Baggage Check-in Fee</u> <ol style="list-style-type: none"> <li>a. <b>Uniformed Member.</b> <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized.</i> A tip, separate from the fee itself, is reimbursable.</li> <li>b. <b>Civilian Employee.</b> Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</li> </ol> </li> </ol>	X	X	X	X
<p><b>Baggage Handling Tips</b></p> <ol style="list-style-type: none"> <li>1. <b>Uniformed Member</b> <ol style="list-style-type: none"> <li>a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</li> <li>b. <u>Lodging Establishment.</u> Reimbursement is authorized <i>only</i> for transportation-related tips for handling <i>GOV'T property</i> at lodging establishments.</li> </ol> </li> <li>2. <b>Civilian Employee.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following: <ol style="list-style-type: none"> <li>a. A traveler with a disability/special need (JTR, par. C7460-4),</li> <li>b. Handling of GOV'T property,</li> <li>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</li> <li>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.</li> </ol> </li> </ol>	X	X	X	X
<p><b>Birth Certificate.</b> The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.</p>	X	X	X	X
<p><b>Carrier Terminal Fees.</b> Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (<a href="#">52 Comp. Gen. 73 (1972)</a>).</p>	X	X	X	X
<p><b>Cell Phone Use.</b> When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i></p>		X		X
<p><b>Check Cashing.</b></p> <ol style="list-style-type: none"> <li>1. <u>Reimbursable.</u> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.</li> <li>2. <u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized.</li> </ol>	X	X	X	X
<p><b>Check Costs.</b> The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.</p>	X	X	X	X
<p><b>Clerical Assistance.</b> Reimbursable when authorized/approved by the AO.</p>		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Communication Services.</b> GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
<b>Computer Connections.</b> Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X
<b>Conveyance Costs.</b> Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X
<b>Currency Conversion Fees</b> 1. <b>Reimbursable.</b> The "international transaction fee" for official qualifying transactions charged by the: - <b>GTCC.</b> This 1% charge is listed as a separate line item on the charge card billing statement. - <b>Other than GTCC.</b> When a member ( <i>NOT A CIVILIAN EMPLOYEE</i> ) is formally exempt from using the GTCC, this charge on a non-GTCC is reimbursable. 2. <b>Not Reimbursable.</b> Losses resulting from currency conversions ( <a href="#">63 Comp. Gen. 554 (1984)</a> ). <b>NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.</b> 3. <b>Exchange Rates.</b> A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. <b>Supplemental Vouchers.</b> A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X
<b>Disease Prevention Measures.</b> When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
<b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Energy Surcharge Fees</b>	X	X	X	X
<b>Global Positioning System (GPS) for a Rental Car.</b> The optional Global Positioning System (GPS) for a rental car is not reimbursable unless the AO can determine it was necessary for official business.		X		X
<b>Green Card.</b> Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>GTCC</b> 1. <b>Late Payment Delinquent Fees.</b> Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. <a href="#">DoDFMR, Volume 9</a> , Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. <b>Expedited Delivery.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Guide Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Insurance, Driving-Related.</b> Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance ( <a href="#">55 Comp. Gen. 1343 (1976)</a> ) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Interpreter Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Laundry/Dry-Cleaning Expenses (Civilian Employee Only)</b>  1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during <b>TDY or PCS</b> travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel <b>within CONUS</b> requires at least 4 consecutive nights lodging.  2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry-cleaning and/or pressing of clothing is <b>not</b> a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X
<b>Laundry/Dry-Cleaning Expenses (Uniformed Member Only)</b>  1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).  2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry-cleaning and/or pressing of clothing is <b>not</b> a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X		
<b>Legal Service Fees.</b> Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>License/Permit, International Driver's</b>  1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.  2. The cost of license/permit photos is reimbursable.  3. <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for information on driving abroad.  4. <i>This reimbursement applies only to members/employees but not their dependents.</i>	X	X	X	X
<b>Lodging, Dual.</b> Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		X		X
<b>Lodging Fees/Daytime Lodging Charges.</b> Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
<b>Lodging, Mandatory Fees/Charges.</b> Separately reimbursable, in addition to room rate, when the expense is:  a. not optional; and  b. approved by the AO.  Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'		X		X
<b>Lodging Reimbursement while on Leave (Uniformed Member Only).</b> Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		
<b>Lodging Tax</b> (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).  1. <u>Reimbursable.</u> Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.				
2. <u>Not Reimbursable.</u> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i> .	X	X	X	X
<b>Medical Fees.</b> Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>Mission-Related Expenses.</b> Mission-related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.				
<b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</b>				
<p>1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.</p> <p>2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted.</p> <p>3. <a href="#">59 Comp. Gen. 609 (1980)</a>, <a href="#">59 id. 612 (1980)</a>, <a href="#">60 id. 630 (1981)</a>, and cases cited therein.</p> <p>4. The AO should consider if the:</p> <ul style="list-style-type: none"> <li>a. Traveler acted reasonably and prudently in incurring lodging expenses;</li> <li>b. Traveler had a reasonable expectation of completing the TDY as authorized;</li> <li>c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler’s control; and</li> <li>d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.</li> </ul>		X		X
<b>Packer Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Paper Tickets.</b> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV’T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler’s financial responsibility.</i>	X	X	X	X
<b>Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
<b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b>				
<p>1. <u>Reimbursement Eligibility</u></p> <ul style="list-style-type: none"> <li>a. <u>General.</u> Reimbursement is authorized for a: <ul style="list-style-type: none"> <li>(1) Member,</li> <li>(2) Employee, and</li> <li>(3) Dependent (member’s and/or employee’s).</li> </ul> </li> <li>b. <u>Uniformed Member.</u> Reimbursement authority is for a member who is: <ul style="list-style-type: none"> <li>(1) Assigned to a foreign OCONUS area,</li> <li>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or</li> <li>(3) Emergency Technical Support Personnel. Item 5 below.</li> </ul> </li> </ul>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>c. <b>Civilian Employee.</b> Reimbursement authority is for an employee who is:</p> <p>(1) A U.S. citizen (<b>NOTE: An eligible dependent does not have to be a US citizen.</b>)</p> <p>(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,</p> <p>(3) Serving under a service or renewal agreement, and</p> <p>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</p> <p>(5) Emergency Technical Support Personnel. Item 5 below.</p> <p>d. <b>Dependent</b> (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <p>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.</p> <p>2. <b>Acquired Dependent (Uniformed Member Only).</b> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <b>Biometric Fees.</b> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <b>Dependent Fee.</b> Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <b>Emergency Technical Support Personnel.</b> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <b>Visa, Green card, and Photograph Fee for OCONUS Travel.</b> These fees are reimbursable ICW official travel.</p> <p>7. <b>Legal Service Fees.</b> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. <b>Medical Expenses.</b> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are <b>not</b> reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. <b>Passport Fees.</b> An official traveler ordinarily travels on a no-fee passport. The three types of <a href="#">U.S. passports</a> are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a <a href="#">regular fee passport</a>. <a href="http://www.state.gov/travelandbusiness/">http://www.state.gov/travelandbusiness/</a>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>10. <b>Physical Examination Fees.</b> These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (<a href="#">GSBCA 15435-RELO, 9 April 2001</a>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <b>Order for Visas and Physical Examinations.</b> A order should be issued to authorize/approve (JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to:</p> <p>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <b>Travel Not Required.</b> Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>	X	X	X	X
<p><b>*Personal Expenses.</b> <i>Personal expenses are not reimbursable.</i> These include batteries, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items.</p>				
<p><b>Pet Quarantine.</b> JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.</p>	X		X	
<p><b>Phone Calls (Official)</b></p> <p>1. The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),</p> <p>b. Should limit communications to a dollar amount in advance of the TDY, and</p> <p>c. May approve charges after the TDY completion, when appropriate (adopted from <a href="#">GSBCA 14554-TRAV, 18 August 1998</a>).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<p><b>Physical Examination Fees.</b> Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				
<p><b>Prepaid Phone Cards/Cell Phones.</b> Communication Services.</p>				
<p><b>Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked.</b> Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.</p>	X	X	X	X
<p><b>Privately Owned Conveyance (POC) Use on TDY.</b> In addition to a TDY mileage allowance, the following official business costs are allowable:</p> <p>1. Ferry fares, bridge, road and tunnel tolls;</p> <p>2. Automobile parking fees; (related to official business only (except those incident to PDT)); and</p> <p>3. Aircraft landing, parking, and tie-down fees.</p>		X		X
<p><b>Registered Traveler Membership Fee.</b> Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.</p>				
<p><b>Registration Fee.</b> Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.</p>		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Rental Car Administrative Fees.</b> Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X
<b>Reports/Correspondence Preparation Services</b> (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO ( <a href="#">B-145883, 1 September 1970</a> and <a href="#">15 Comp. Gen. 257 (1935)</a> ). This does not cover any materials. Mission-related expenses.		X		X
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X
<b>Service and Processing Fees.</b> 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X
<b>Storage of Property Used on Official Business.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Technology Equipment.</b> Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X
<b>Tips Aboard Commercial Ships (Uniformed Member Only).</b> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X			
<b>Tips for Handling GOV'T Property.</b> Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X
<b>Tips, Transportation-Related.</b> Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
<b>Toll Collection Transponder Installed in a Rental Car.</b> Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable unless the AO can determine it was necessary for official business.		X		X
<b>Transportation to/from Terminal.</b> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
<b>Travel and Transportation Related Expenses.</b> Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
<b>Value Added Tax (VAT) Certificate.</b> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
<b>Visa and Photograph Fees for OCONUS Travel.</b> Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

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

\*D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/perdiem/immediatechgs.html>.

E. Authorized FEML Locations/Destinations

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

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

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

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

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

## APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS

A. R&R Leave Transportation. JFTR, par. U7300 (uniformed member)/JTR, par. C7750 (DoD civilian employee) for regulations concerning Funded R&R Leave Transportation.

B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only!

C. Policy Exception. The appointed DoD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DoD Executive Agent delegation authority is limited to the General or Flag Officer level.

D. R&R Locations/Destinations. The following are authorized R&R locations/destinations *for a Uniformed Services member and for a DoD civilian employee*:

Authorized R&R Location	*Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination
Afghanistan 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Albania	*EUCOM	Frankfurt, Germany	Baltimore, MD
Bahrain 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Bosnia-Herzegovina	*EUCOM	Frankfurt, Germany	Baltimore, MD
Croatia	*EUCOM	Frankfurt, Germany	Baltimore, MD
Cuba, Joint Task Force-GITMO <i>only</i>	*SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk
Djibouti 2/3/	*AFRICOM	Airport closest to the leave point	Airport closest to the leave point
Hungary	*EUCOM	Frankfurt, Germany	Baltimore, MD
Iraq 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Joint Task Force - South West Asia (JTF-SWA) 1/	*CENTCOM	Frankfurt, Germany	Baltimore, MD
Jordan 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Kuwait 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Kyrgyzstan 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Macedonia, The Former Yugoslavia Republic of	*EUCOM	Frankfurt, Germany	Baltimore, MD
Montenegro	*EUCOM	Frankfurt, Germany	Baltimore, MD
Oman 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Pakistan 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Qatar 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Saudi Arabia 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point

Authorized R&R Location	*Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination
Serbia (includes Kosovo)	*EUCOM	Frankfurt, Germany	Baltimore, MD
Slovenia	*EUCOM	Frankfurt, Germany	Baltimore, MD
Somalia 3/	*AFRICOM	Airport closest to the leave point	Airport closest to the leave point
Syria	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Tajikistan 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
United Arab Emirates 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Uzbekistan 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point
Yemen 2/	*CENTCOM	Airport closest to the leave point	Airport closest to the leave point

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

Per PDUSD (P&R) memo dated 21 June 2004, as of that date, a member of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the U.S. APOD to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO/TMC and city-pair airfares were not available at that time, the member is authorized reimbursement of transportation costs NTE the policy-constructed airfare (APP A) (JFTR, par. U3120-D2). *The authority for retroactive reimbursement does not extend to a civilian employee.*

\*3/ Per OUSD (P&R) dated 20 April 2010 establishes the U.S. Africa Command (AFRICOM) R&R Leave Program by transferring two existing U.S. Central Command (CENTCOM) designated R&R locations, Somalia and Djibouti, to AFRICOM.