

**JOINT TRAVEL REGULATIONS, VOLUME 2 (JTR)****Change 540 — 1 October 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 October 2010 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

**SAMUEL B. RETHERFORD**

Deputy Assistant Secretary of the Army  
(Military Personnel)

**DR. RUSSELL BELAND**

Deputy Assistant Secretary of the Navy (MPP)  
(Manpower and Reserve Affairs)

**EDMUNDO A. GONZALES**

Deputy Assistant Secretary of the Air Force  
(Force Management Integration)

- D. Applicable CAP Items. This change includes all material written in the following CAP Items: 46-10(E), 53-10(E), 58-10(E), 59-10(E), 61-10(E), 64-10(I), 67-10(I), 70-10(I), 71-10(I), 72-10(I), and 73-10(I).
- E. Brief of Revision. The following are this month's major revisions:

C1009, C1200-C2, C2201, and par. T4020-B9c(2). Clarifies that Compensation for being involuntary bumped from an airline must be made payable to the 'Treasurer of the United States' IAW FTR, §301-10.117.

C2001-A, and C2500-A. Clarifies that when a non-motorized transportation mode (bicycle, etc) is authorized or approved by the AO, reimbursement is limited to the most advantageous transportation mode in the Government interest.

C4554-D. Adds CBCA decision reinforcing that complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals.

C5195-D. Reinserts language previously removed in MAP 02-10(E)/CAP 02-10(E) -- NTS Converted to SIT, indicating that when Non Temporary Storage (NTS) is converted to Storage In Transit (SIT), any storage cost accruing for periods in excess of 180 days are the member's financial responsibility.

C5410-D. Removes references to live animals not being allowed in HHG as this is clearly stated in the definition of HHG in APP A.

C5566-E1a. Reinserts language inadvertently removed by CAP 08-07.

APP A. Merges Uniformed Member and Civilian Employee terms and definitions into one Part, clearly marking where terms and definitions are specific to members and/or employees.

APP G. Clarifies JFTR, Appendix G, Baggage Expenses by removing conflicting language.

APP I, Part 2, par. D2d. Clarifies that a PDS may not be changed to a TDY station once travel is complete.

APP Q1 and Q3. Clarifies that the established 24-month accompanied and 12-month unaccompanied tour length for uniformed members and civilian employees applies to NAMRU-2 Phnom Penh, Cambodia tour assignments.

JTR-TOC, Ch 2 TOC, Ch 2A, Ch 2E2, Ch 2E3, Ch 2E5, Ch 2E6, Ch 5 TOC, Ch 5C5, Ch 7 TOC, Ch 7I, Ch 7J, Ch 7K, Ch 7L, Ch 7M, Ch 7Q, APP A1, APP H1, APP H2A, APP H2B, APP H2C, APP H3A, APP H3B, APP H4A, APP H4B, APP H TOC, App I1, App I2, App I3, App I4, APP O, APP P2, APP P TOC, and APP T.  
Replaces the term “Premium-Class” with “Other than Economy/Coach Class”.

**JOINT TRAVEL REGULATIONS**

**VOLUME 2**

**CHANGE 540**

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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JTR	Title	524	524	524	524	524	524	524	524	524	524	524	524	524
JTR	CL	540	539	538	537	536	535	534	533	532	531	530	529	528
JTR	ROC	540	539	538	537	536	535	534	533	532	531	530	529	528
JTR	Intro	531	531	531	531	531	531	531	531	531	531	530	528	528
JTR	TOC	540	534	534	534	534	534	534	532	532	531	530	526	526
<b>Chapter 1</b>	TOC	540	534	534	534	534	534	534	530	530	530	530	525	525
Ch 1	Part A	540	538	538	537	534	534	534	532	532	530	530	529	526
Ch 1	Part B	534	534	534	534	534	534	534	527	527	527	527	527	527
Ch 1	Part C	517	517	517	517	517	517	517	517	517	517	517	517	517
Ch 1	Part D	540	536	536	536	536	525	525	525	525	525	525	525	525
Ch 1	Part E	523	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	518
<b>Chapter 2</b>	TOC	540	532	532	532	532	532	532	532	532	530	530	525	525
Ch 2	Part A	540	534	534	534	534	534	534	533	532	531	525	525	525
Ch 2	Part B	525	525	525	525	525	525	525	525	525	525	525	525	525
Ch 2	Part C	539	539	534	534	534	534	534	532	532	530	530	526	526
Ch 2	Part D1	532	532	532	532	532	532	532	532	532	518	518	518	518
Ch 2	Part D2	521	521	521	521	521	521	521	521	521	521	521	521	521
Ch 2	Part D3	530	530	530	530	530	530	530	530	530	530	530	518	518
Ch 2	Part D4	534	534	534	534	534	534	534	530	530	530	530	529	523
Ch 2	Part E1	540	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part E2	540	534	534	534	534	534	534	528	528	528	528	528	528
Ch 2	Part E3	540	534	534	534	534	534	534	532	532	524	524	524	524
Ch 2	Part E4	518	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part E5	540	532	532	532	532	532	532	532	532	518	518	518	518
Ch 2	Part E6	540	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part E7	532	532	532	532	532	532	532	532	532	526	526	526	526
Ch 2	Part F	518	518	518	518	518	518	518	518	518	518	518	518	518
Ch 2	Part G	531	531	531	531	531	531	531	531	531	531	518	518	518
Ch 2	Part H	532	532	532	532	532	532	532	532	532	523	523	523	523
Ch 2	Part I	540	532	532	532	532	532	532	532	532	522	522	522	522
Ch 2	Part J	518	518	518	518	518	518	518	518	518	518	518	518	518
<b>Chapter 4</b>	TOC	534	534	534	534	534	534	534	530	530	530	530	525	525
Ch 4	Part A	537	537	537	537	535	535	530	530	530	530	530	519	519
Ch 4	Part B	540	538	538	534	534	534	534	532	532	531	530	519	519
Ch 4	Part C	532	532	532	532	532	532	532	532	532	531	530	519	519
Ch 4	Part D	530	530	530	530	530	530	530	530	530	530	530	519	519
Ch 4	Part E	532	532	532	532	532	532	532	532	532	530	530	519	519
Ch 4	Part F	530	530	530	530	530	530	530	530	530	530	530	519	519
Ch 4	Part G	530	530	530	530	530	530	530	530	530	530	530	519	519

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Ch 4	Part H	534	534	534	534	534	534	534	530	530	530	530	519	519
Ch 4	Part I	530	530	530	530	530	530	530	530	530	530	530	529	525
Ch 4	Part J												528	528
Ch 4	Part K												525	525
Ch 4	Part L												529	528
Ch 4	Part M												529	526
Ch 4	Part N												529	528
Ch 4	Part O												523	523
Ch 4	Part P												517	517
Ch 4	Part Q												519	519
Ch 4	Part R												519	519
Ch 4	Part S												519	519
Ch 4	Part T												522	522
<b>Chapter 5</b>	TOC	540	535	535	535	535	535	534	530	530	530	530	521	521
Ch 5	Part A	533	533	533	533	533	533	533	533	530	530	530	518	518
Ch 5	Part B	537	537	537	537	536	535	533	533	532	530	530	529	526
Ch 5	Part C1	530	530	530	530	530	530	530	530	530	530	530	526	526
Ch 5	Part C2	532	532	532	532	532	532	532	532	532	523	523	523	523
Ch 5	Part C3	526	526	526	526	526	526	526	526	526	526	526	526	526
Ch 5	Part C4	530	530	530	530	530	530	530	530	530	530	530	529	523
Ch 5	Part C5	540	517	517	517	517	517	517	517	517	517	517	517	517
Ch 5	Part D1	540	537	537	537	535	535	534	523	523	523	523	523	523
Ch 5	Part D2	537	537	537	537	535	535	534	526	526	526	526	526	526
Ch 5	Part D3	534	534	534	534	534	534	534	529	529	529	529	529	525
Ch 5	Part D4	540	535	535	535	535	535	534	529	529	529	529	529	523
Ch 5	Part E1	519	519	519	519	519	519	519	519	519	519	519	519	519
Ch 5	Part E2	534	534	534	534	534	534	534	529	529	529	529	529	518
Ch 5	Part E3	534	534	534	534	534	534	534	519	519	519	519	519	519
Ch 5	Part F	540	537	537	537	519	519	519	519	519	519	519	519	519
Ch 5	Part G	530	530	530	530	530	530	530	530	530	530	530	519	519
Ch 5	Part H1	530	530	530	530	530	530	530	530	530	530	530	521	521
Ch 5	Part H2	534	534	534	534	534	534	534	530	530	530	530	529	527
Ch 5	Part H3	529	529	529	529	529	529	529	529	529	529	529	529	523
Ch 5	Part I	540	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	527	527
Ch 5	Part K	536	536	536	536	536	530	530	530	530	530	530	529	527
Ch 5	Part L1	527	527	527	527	527	527	527	527	527	527	527	527	527
Ch 5	Part L2	540	527	527	527	527	527	527	527	527	527	527	527	527
Ch 5	Part L3	519	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	527	527
Ch 5	Part L5	523	523	523	523	523	523	523	523	523	523	523	523	523
Ch 5	Part M	538	538	538	532	532	532	532	532	532	530	530	527	527
Ch 5	Part N	533	533	533	533	533	533	533	533	519	519	519	519	519
Ch 5	Part O	536	536	536	536	536	534	534	530	530	530	530	521	521
Ch 5	Part P1	540	537	537	537	530	530	530	530	530	530	530	520	520
Ch 5	Part P2	533	533	533	533	533	533	533	533	522	522	522	522	522
Ch 5	Part Q1	535	535	535	535	535	535	531	531	531	531	519	519	519
Ch 5	Part Q2	536	536	536	536	536	520	520	520	520	520	520	520	520
Ch 5	Part Q3	520	520	520	520	520	520	520	520	520	520	520	520	520

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Ch 5	Part R	537	537	537	537	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	517
Ch 6	Part A	530	530	530	530	530	530	530	530	530	530	530	523	523
Ch 6	Part B	520	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	517
Ch 6	Part C2	517	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	523
Ch 6	Part C4	529	529	529	529	529	529	529	529	529	529	529	529	517
Ch 6	Part C5	529	529	529	529	529	529	529	529	529	529	529	529	523
Ch 6	Part D	526	526	526	526	526	526	526	526	526	526	526	526	526
<b>Chapter 7</b>	TOC	540	538	538	536	536	534	534	531	531	531	530	521	521
Ch 7	Part A	530	530	530	530	530	530	530	530	530	530	530	517	517
Ch 7	Part B	517	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	518
Ch 7	Part D	518	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	520
Ch 7	Part F	520	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	523
Ch 7	Part H	523	523	523	523	523	523	523	523	523	523	523	523	523
Ch 7	Part I	540	534	534	534	534	534	534	520	520	520	520	520	520
Ch 7	Part J	540	538	538	532	532	532	532	532	532	524	524	524	524
Ch 7	Part K	540	525	525	525	525	525	525	525	525	525	525	525	525
Ch 7	Part L	540	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part M	540	534	534	534	534	534	534	526	526	526	526	526	526
Ch 7	Part N	536	536	536	536	536	529	529	529	529	529	529	529	524
Ch 7	Part O	538	538	538	532	532	532	532	532	532	529	529	529	522
Ch 7	Part P	520	520	520	520	520	520	520	520	520	520	520	520	520
Ch 7	Part Q	540	536	536	536	536	531	531	531	531	531			
Ch 7	Part R	534	534	534	534	534	534	534						
Ch 7	Part S	537	537	537	537	534	534	534						
Ch 7	Part T	534	534	534	534	534	534	534						
Ch 7	Part U	534	534	534	534	534	534	534						
Ch 7	Part V	536	536	536	536	536	534	534						
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APP A	Part 1	540	537	537	537	535	535	534	533	532	531	530	525	525
APP A	Part 2	540	536	536	536	536	535	534	532	532	531			
APP A	Part 3	540	535	535	535	535	535	534	532	532	531			
APP A	Part 4	540	537	537	537	536	532	532	532	532	531	529	529	525
<b>Appendix B</b>		531	531	531	531	531	531	531	531	531	531	523	523	523
<b>Appendix C</b>		526	526	526	526	526	526	526	526	526	526	526	526	526
<b>Appendix D</b>		531	531	531	531	531	531	531	531	531	531	523	523	523
<b>Appendix E</b>	TOC	520	520	520	520	520	520	520	520	520	520	520	520	520
APP E	Part 1	532	532	532	532	532	532	532	532	532	523	523	523	523
APP E	Part 2	534	534	534	534	534	534	534	532	532	530	530	523	523
APP E	Part 3	534	534	534	534	534	534	534	517	517	517	517	517	517
<b>Appendix F</b>	TOC	520	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	520
APP F	Part 2	529	529	529	529	529	529	529	529	529	529	529	529	523

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<b>Appendix H</b>	TOC	540	532	532	532	532	532	532	532	532	523	523	523	523
APP H	Part 1	540	528	528	528	528	528	528	528	528	528	528	528	528
APP H	Part 2A	540	528	528	528	528	528	528	528	528	528	528	528	528
APP H	Part 2B	540	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 2C	540	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 3A	540	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 3B	540	520	520	520	520	520	520	520	520	520	520	520	520
APP H	Part 4A	540	532	532	532	532	532	532	532	532	520	520	520	520
APP H	Part 4B	540	532	532	532	532	532	532	532	532	520	520	520	520
APP H	Part 4C										520	520	520	520
APP H	Part 4D										520	520	520	520
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APP I	Part 2	540	525	525	525	525	525	525	525	525	525	525	525	525
APP I	Part 3	540	526	526	526	526	526	526	526	526	526	526	526	526
APP I	Part 4	540	534	534	534	534	534	534	532	532	531	530	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	540	528	528	528	528	528	528	528	528	528	528	528	528
APP O		540	539	536	536	536	534	534	533	532	530	530	529	528
<b>Appendix P</b>	TOC	540	521	521	521	521	521	521	521	521	521	521	521	521
APP P	Part 1	534	534	534	534	534	534	534	521	521	521	521	521	521
APP P	Part 2	540	532	532	532	532	532	532	532	532	528	528	528	528
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APP Q	Part1	540	539	527	527	527	527	527	527	527	527	527	527	527
APP Q	Part2	517	517	517	517	517	517	517	517	517	517	517	517	517
APP Q	Part3	540	539	529	529	529	529	529	529	529	529	529	529	529
APP Q	Part4	517	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	521
APP R	Part 1	530	530	530	530	530	530	530	530	530	530	530	526	526
APP R	Part 2	532	532	532	532	532	532	532	532	532	530	530	529	527
<b>Appendix S</b>		539	539	538	537	536	528	528	528	528	528	528	528	528
<b>Appendix T</b>	TOC	540	521	521	521	521	521	521	521	521	521	521	521	521
APP T		540	538	538	528	528	528	528	528	528	528	528	528	528
<b>Appendix U</b>		539	539	537	537	526	526	526	526	526	526	526	526	526
<b>Appendix V</b>														

# JOINT TRAVEL REGULATIONS (JTR)

## VOLUME 2

### DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

Chapter/Part/ Section/Appendix	TITLE
<b>CHAPTER 1</b>	<b>DEPARTMENT OF DEFENSE (DoD) EMPLOYEE TRAVEL ADMINISTRATION</b>
PART A	APPLICATION AND GENERAL RULES
PART B	CONDITIONS/FACTORS
PART C	TRAVEL ADVANCES
PART D	GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES
PART E	TRAVEL CLAIMS AND RECEIPTS
PART F	RESERVED
<b>CHAPTER 2</b>	<b>TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES</b>
PART A	TRAVEL POLICY
PART B	TRAVEL BY GOVERNMENT CONVEYANCE
PART C	TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE
PART D	POC TRAVEL
Section 1	General
Section 2	Permanent Duty Travel
Section 3	POC Use Instead of Government-Furnished Automobile
Section 4	POC Use for TDY Travel
PART E	TRAVEL BY COMMON CARRIER
Section 1	Travel and Transportation Policy
Section 2	Arranging Official Travel
Section 3	Commercial Air Transportation
Section 4	Commercial Ship Transportation
Section 5	Train TRANSPORTATION
Section 6	Commercial Passenger Transportation
Section 7	Reimbursement for Use of Other than the Authorized Transportation Mode or Route
PART F	TRANSPORTATION REQUESTS
PART G	BAGGAGE ALLOWANCE
PART H	LOCAL TRAVEL IN AND AROUND PDS/TDY LOCATION
PART I	MILEAGE RATES
PART J	PARKING EXPENSES FOR CERTAIN EMPLOYEES
<b>CHAPTER 3</b>	<b>SEE APPENDIX I</b>
<b>CHAPTER 4</b>	<b>EMPLOYEE TRAVEL</b>
PART A	TDY TRAVEL
PART B	PER DIEM ALLOWANCES
PART C	AEA
PART D	TRAINING COURSE ATTENDANCE
PART E	RETURN TO PDS DURING TDY
PART F	OCCASIONAL MEALS AND /OR LODGING

<b>Chapter/Part/ Section/Appendix</b>	<b>TITLE</b>
PART G	INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS
PART H	RESERVED (MOVED TO CH 7, PARTS R THROUGH V)
PART I	REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR
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<b>CHAPTER 5</b>	<b>PERMANENT DUTY TRAVEL</b>
PART A	APPLICABILITY AND GENERAL RULES
PART B	EMPLOYEE TRANSPORTATION AND SUBSISTENCE
PART C	DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES
Section 1	General
Section 2	PCS Transfers
Section 3	Dependent Student Travel
Section 4	Dependent Per Diem Rates
Section 5	Dependent Medical Travel
PART D	HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)
Section 1	General
Section 2	HHG Transportation
Section 3	HHG Weight
Section 4	HHG Storage
PART E	POV TRANSPORTATION
Section 1	General
Section 2	OCONUS POV Transportation
Section 3	CONUS POV Transportation
PART F	MOBILE HOME TRANSPORTATION (FTR PART §302-10)
PART G	MEA DUE TO HOUSEHOLD RELOCATION
PART H	TQSE (AE) AND TQSE(F)
Section 1	General
Section 2	TQSE – Actual Expense (TQSE(AE))
Section 3	TQSE Fixed (TQSE(F))
PART I	PET QUARANTINE
PART J	DEPENDENT EARLY RETURN
PART K	RENEWAL AGREEMENT TRAVEL (RAT)
PART L	SERVICE AGREEMENTS
Section 1	General
Section 2	Initial Agreements
Section 3	Renewal Agreements
Section 4	Tour of Duty Requirements
Section 5	Agreement Violation
PART M	HHT (FTR §302-5)
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## 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-B.

## 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 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 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. 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 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. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned reimbursable expenses. A traveler may ask the CTO to estimate the amount for using commercial transportation.
- b. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a POC instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.
- c. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment if included. The resulting document is the Trip Record.
- d. Travel Packet. The CTO updates the Trip Record with the confirmed reservations and commercial ticket information. The TO provides the documents needed for GOV'T transportation if the CTO does not provide this service.
- e. Paying for Arranged Services and Obtaining Cash to Pay Expenses while Traveling. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may 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 toll-free number, if possible, to modify the itinerary. The CTO 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.

**\*C1009 TDY CANCELED OR CHANGED**

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

**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 D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

### C1200 NON-REIMBURSABLE EXPENSES

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

#### B. Promotional Materials/Benefits

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

#### C. Seat Relinquishing

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

\*2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the GOV’T ([59 Comp. Gen. 203 \(1980\)](#)). The traveler must request that the carrier shows the “Treasurer of the United States” as payee on the compensation check and forward the payment according to Service/Agency directives.

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

### C1201 ADMINISTRATIVE INSTRUCTIONS

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

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

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

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

**CHAPTER 2****TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION  
REQUESTS, BAGGAGE AND MILEAGE RATES****Paragraph      Title/Contents****PART A: TRAVEL POLICY**

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- C2000            GENERAL**  
 A. Travel and Transportation Policy  
 B. Service Responsibility  
 C. TDY Travel Involving Non-PDS Location(s)  
 D. TDY Departure from/Return to Dependent's Residence
- C2001            TRANSPORTATION MODE**  
 A. General  
 B. Within CONUS  
 C. OCONUS Travel  
 D. Travel by Aircraft
- C2002            CITY-PAIR AIRFARE PROGRAM**
- C2003            TRAVEL TIME**  
 A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation  
 B. Travel by other than Authorized Mode  
 C. POC  
 D. Travel by Aero Club  
 E. TDY Travel by Mixed Mode  
 F. Travel by Special Conveyance

**PART B: GOVERNMENT CONVEYANCE TRAVEL**

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- C2050            GOV'T AUTOMOBILE**  
 A. Requirements  
 B. Exceptions  
 C. Limitations
- C2051            GOV'T AIRCRAFT**  
 A. Air Mobility Command (AMC)  
 B. Military Aircraft other than AMC
- C2053            USE OF AERO CLUB AIRCRAFT**  
 A. General  
 B. Allowable Travel Time for Per Diem/AEA Computation

**PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC  
OR SPECIAL CONVEYANCE**

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- C2100            GENERAL**
- C2101            TAXICAB USE**  
 A. To/from a Transportation Terminal  
 B. Between Residence and PDS on the Day Travel Is Performed

<u>Paragraph</u>	<u>Title/Contents</u>
<b>C2102</b>	<b>SPECIAL CONVEYANCE USE (<a href="#">FTR, §301-10, Subpart E</a>)</b> A. General B. Selecting a Rental Vehicle C. Special Conveyance (Includes Aircraft) Reimbursement D. Use Limited to Official Purposes E. To/from Carrier Terminals F. Between Duty Stations G. Special Conveyance Use for PDT H. Special Conveyance Use in and around Permanent or TDY Station
<b>C2103</b>	<b>BUS, STREETCAR, OR SUBWAY USE</b> A. To and from Carrier Terminals B. Between Residence and PDS on the Day Travel Is Performed
<b>C2104</b>	<b>AIRPORT LIMOUSINE SERVICE USE</b>
<b>C2105</b>	<b>LODGING-PROVIDED COURTESY TRANSPORTATION USE</b>

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<b>C2150</b>	<b>AUTHORIZATION/APPROVAL</b>
<b>C2153</b>	<b>GOV'T ADVANTAGE DETERMINATION</b> A. General B. Considerations
<b>C2156</b>	<b>COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE</b> A. General B. Constructed Cost Comparison by Airplane C. Constructed Cost Comparison by Train D. Constructed Cost Comparison by Bus
<b>C2157</b>	<b>PRIVATELY OWNED CONVEYANCE TAX AND LICENSE FEE (<a href="#">B-214930, 1 October 1984</a>)</b> A. General B. Traveler-paid Charges

### **SECTION 2: PERMANENT DUTY TRAVEL**

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<b>C2159</b>	<b>AUTOMOBILE USE (<a href="#">FTR §302-4</a>)</b> A. General B. Using One or Two POCs ( <a href="#">FTR §302-4, Subpart F</a> ) C. Using More than Two POCs ( <a href="#">FTR §302-4.500</a> and <a href="#">§302-4.700d</a> ) D. Parking, Tolls and Other Costs
<b>C2162</b>	<b>AIRCRAFT</b> A. Privately Owned Airplane B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C2164</b>	<b>PRIVATELY-OWNED MOTORCYCLE</b> A. PCS-related Travel Policy B. TDY-Related Travel Policy C. Travel Time D. Computation
<b>C2165</b>	<b>TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT</b>
<b>C2166</b>	<b>POC TRAVEL INVOLVING A CAR FERRY</b> A. General B. Transportation C. Ferry Fees D. Foreign Registered Ship Use
<hr/> <b>SECTION 3: POC USE INSTEAD OF GOV'T-FURNISHED AUTOMOBILE</b> <hr/>	
<b>C2180</b>	<b>POC USE INSTEAD OF GOV'T-FURNISHED AUTOMOBILE USE</b> A. General B. TDY Mileage Reimbursement Rates C. Per Diem D. Statement
<hr/> <b>SECTION 4: POC USE FOR TDY TRAVEL</b> <hr/>	
<b>C2182</b>	<b>TDY MILEAGE ALLOWANCES FOR POC USE</b>
<b>C2184</b>	<b>POC USE FACTORS</b> A. Official TDY Mileage Rates for Local and TDY Travel B. POC Use to the GOV'T's Advantage C. POC Use Not to the GOV'T's Advantage D. Privately Owned Automobile (POA) Instead of GOV'T-furnished Automobile ( <a href="#">FTR §301-10.310</a> )
<b>C2188</b>	<b>MISCELLANEOUS REIMBURSABLE EXPENSES</b>
<b>C2190</b>	<b>TRAVELING TOGETHER</b>
<b>C2192</b>	<b>POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS</b> A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal C. Departure from PDS on TDY D. Other Official Travelers Transported in the Same POC
<b>C2193</b>	<b>POC TRAVEL INVOLVING A CAR FERRY</b> A. General B. Transportation C. Ferry Fees D. Foreign Registered Ship Use
<b>C2194</b>	<b>PER DIEM FOR POC TRAVEL</b> A. POC Use Is to the GOV'T's Advantage B. POC Use Not to the GOV'T's Advantage

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C2196</b>	<b>TRAVEL TIME</b>
<b>C2198</b>	<b>POC TRAVEL REIMBURSEMENT COMPUTATION</b> <ul style="list-style-type: none"><li>A. To the GOV'T's Advantage</li><li>B. Not to the GOV'T's Advantage</li><li>C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat</li><li>D. Example</li><li>E. Mixed Modes</li></ul>

**PART E: COMMON CARRIER TRAVEL**

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**SECTION 1: TRAVEL AND TRANSPORTATION POLICY**

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<b>C2200</b>	<b>TRAVEL/TRANSPORTATION POLICY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Travel Prudence</li><li>C. GSA City-pair Airfares</li><li>D. Official Travel</li><li>E. Usual Routing</li><li>F. Time</li><li>G. Accommodations</li><li>H. Non-U.S.-certificated Carrier Reimbursement</li><li>I. Dependent Seating</li><li>J. Interlining</li></ul>
<b>C2202</b>	<b>RECORDING COMMERCIAL TRANSPORTATION USE FOR OCONUS PERMANENT DUTY AND RAT</b>

**SECTION 2: ARRANGING OFFICIAL TRAVEL**

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<b>C2203</b>	<b>ARRANGING OFFICIAL TRAVEL</b> <ul style="list-style-type: none"><li>A. CTO Use</li><li>B. Requirements</li><li>C. Non-U.S.-certificated Aircraft or Ship Transportation</li><li>D. Transportation Reimbursement</li></ul>
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**SECTION 3: COMMERCIAL AIR TRANSPORTATION**

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**SECTION 4: COMMERCIAL SHIP TRANSPORTATION**

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<u>Paragraph</u>	<u>Title/Contents</u>
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**SECTION 5: TRAIN TRANSPORTATION**


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|              | A. Policy                                                   |
|              | B. Train Class Accommodations                               |
|              | C. AO Approval                                              |
|              | D. *Other than Economy/Coach Class Train Accommodations Use |
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**SECTION 6: COMMERCIAL PASSENGER TRANSPORTATION ([FTR, §301-72.3](#))**


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| <b>C2210</b> | <b>COMMERCIAL PASSENGER TRANSPORTATION (<a href="#">FTR, §301-72.3</a>)</b>                                                                       |
|              | A. When the Commercial Transportation Cost Is \$100 or Less ( <a href="#">FTR §301-51.100</a> )                                                   |
|              | B. Transportation Request (GTR) Not Available ( <a href="#">FTR §301-51.100</a> )                                                                 |
|              | C. GTR is Available but Not Used and the Transportation Cost Exceeds \$100 ( <a href="#">FTR, §301-72.201</a> , and <a href="#">§301-72.203</a> ) |
|              | D. Streetcar and Bus Transportation. ( <a href="#">FTR §301-10.190</a> )                                                                          |
|              | E. Statement of Necessity Requirement                                                                                                             |

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**SECTION 7: REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE**


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|              | A. General                                                                             |
|              | B. GOV'T and GOV'T-procured Air Transportation Available                               |
|              | C. GOV'T and GOV'T-procured Air Transportation Not Available                           |
|              | D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships                |
|              | E. Computation                                                                         |
|              | F. Dependent Travel Limited to the GOV'T-offered Air Transportation Cost               |

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**PART F: TRANSPORTATION REQUESTS**


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| <b>C2251</b> | <b>WHEN GTR'S MAY NOT BE USED</b>    |
| <b>C2253</b> | <b>WHEN GTR'S NOT AVAILABLE</b>      |
| <b>C2254</b> | <b>ACTING TRANSPORTATION OFFICER</b> |

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**PART G: BAGGAGE ALLOWANCE**


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| <b>C2300</b> | <b>FREE CHECKABLE ACCOMPANIED BAGGAGE</b>                  |
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|              | B. Rail/Bus Travel                                         |
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<b>C2302</b>	<b>EXCESS ACCOMPANIED BAGGAGE</b> A. General B. Authorization/Approval for Excess Accompanied Baggage C. Excess Accompanied Baggage Cost Payment D. Baggage Reimbursement
<b>C2303</b>	<b>PUBLIC PROPERTY</b>
<b>C2304</b>	<b>RELATIONSHIP TO HHG WEIGHT ALLOWANCE</b> A. Free Checkable Accompanied Baggage B. Expedited UB Shipments C. Excess UB D. UB
<b>C2305</b>	<b>RENEWAL AGREEMENT TRAVEL (RAT)</b>
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<b>C2308</b>	<b>BAGGAGE TRANSFER, STORAGE, CHECKING, AND HANDLING</b>
<b>C2309</b>	<b>UB ICW EXTENDED TDY ASSIGNMENTS</b>
<b>C2310</b>	<b>UB OF A DoDEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE</b>

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**PART H: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION**

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<b>C2400</b>	<b>GENERAL</b> A. Authority B. Local Area C. Control and Delegation D. Miscellaneous Expense Reimbursement
<b>C2401</b>	<b>PDS AREA TRAVEL</b> A. General B. Commercial Transportation C. POC Travel D. Both Commercial Transportation and POC Travel E. Examples
<b>C2402</b>	<b>TRAVEL AT THE TDY LOCATION</b> A. Travel Points B. Meals and/or Lodging Unavailable at Duty Site C. Commercial Travel D. POC Travel

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C2403</b>	<b>TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS</b> A. General B. Authorization/Approval Authority C. Finance Regulations Requirements D. POC Mileage
<b>C2404</b>	<b>VOUCHERS AND SUPPORTING DOCUMENTS</b>

**PART I: MILEAGE & MALT RATES**

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<b>C2500</b>	<b>TDY AND LOCAL TRAVEL</b>
<b>C2505</b>	<b>PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL</b> A. General B. MALT
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**PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES**

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<b>C2600</b>	<b>GENERAL</b>
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## PART A: TRAVEL POLICY

### C2000 GENERAL

A. Travel and Transportation Policy. The following applies to each traveler whose travel and transportation allowances are governed by these regulations:

\*1. They must use economy/coach class transportation accommodations unless otherwise provided for in par. C2204, C2205, C2208 or C7460. **NOTE at the start of par. C1060.**

\*2. First and Business-class Travel/Accommodations. (APP A) Par. C2204-B2a, C2204-B2b and C2208-C (trains only) to determine whose authority is required for GOV'T-funded other than economy/coach class accommodations to be provided. APP H2, Sec C, for first-class and H3, Sec B for business-class decision support tool.

**\*NOTE:** *The order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H2, Sec A (Other than economy/coach Class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations has been justified and authorized/approved based on JTR, par. C2204-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of other than economy/coach class accommodations. Full documentation of the authorization/approval for use of these other than economy/coach class accommodations is on file in the office of the approving official."*

a. Contract Air Service. Except as noted, use of city-pair airfares, offered by a contract air carrier between certain cities, is to the GOV'T's advantage. These airfares should be used for official air transportation between those cities. If a city-pair airfare is not available, the policy-constructed airfare (APP A) (including a lower airfare offered by a non-contract carrier limited to a GOV'T and/or military traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. FTR, §[301-10.107](#) (<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=16524&specialContentType=FTR&file=FTR/Chapter301p010.html#wp1203841>) and [DTR 4500.9-R, Part I, Chapter 103](#), pars. A2 and E ([http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)) for exceptions and specific guidelines regarding contract air service use. **NOTE:** *A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

\*b. Only a person senior to the traveler may authorize/approve other than economy/coach class accommodations for the traveler/dependents (DoDD 4500.09E, par. E3.4, Encl 3, 11 September 2007 <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>). Par. C2204-B2.

\*c. Other than economy/coach class accommodations may be authorized/approved by the other than economy/coach class AO due to medical reasons only if a competent medical authority certifies sufficient justification of a medical disability/special need (par. C7455-H) exists and that the condition/special need necessitates (for a specific time period or on a permanent basis) the other than economy/coach class accommodations upgrade. The other than economy/coach class AO must be able to determine that, at the time of travel, other than economy/coach class accommodations are/were necessary because the traveler or dependent is/was so disabled/limited by the special need that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

**\*NOTE:** *The attendant who is authorized transportation under par. C7460-1, may be authorized/approved for other than economy/coach class accommodations use to accompany the attended traveler, when the attended traveler is authorized other than economy/coach class accommodations use and*

*requires the attendant's services en route. Authority for one member of a family to use other than economy/coach class accommodations due to a disability does not authorize the entire family to use other than economy/coach class accommodations during official travel. Other than economy/coach class authorization is limited to the disabled traveler and attendant (if required).*

\*d. Use of other than economy/coach class accommodations does not apply during PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation transportation unless for physical handicap or medical reasons in par. C2000-A2c above.

3. Travel other than by a usually traveled route must be justified.
4. An employee or dependent may not be provided a contract city-pair airfares provided under GSA contract (APP P) or any other airfares intended for official GOV'T business for any portion of a circuitous route traveled for personal convenience.
5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.
6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.
7. A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. A traveler may not be reimbursed for travel at personal expense (par. C2203-C) on non-U.S.-certificated ships/aircraft, except as specified in par. C2204-C.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each DoD Component must:

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

C. TDY Travel Involving Non-PDS Location(s). An employee on a TDY order is authorized travel and transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location plus the associated per diem. When TDY travel is to/from a non-PDS location:

1. The traveler must pay any excess travel/transportation cost; and
2. The constructed cost for each trip leg must be based on GOV'T 'YCA' city-pair contract airfares, if available.

***NOTE: Par. C4564 for TDY travel and transportation allowances when a TDY order is received while the employee is on official leave.***

D. TDY Departure from/Return to Dependents' Residence. Par. C4475.

## C2001 TRANSPORTATION MODE

### A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, GOV'T vehicle, GOV'T-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. An employee's travel should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). ***An employee may not be required to use a POC or special conveyance nor may cost be limited to the cost of POC or special conveyance use.*** A statement on the order indicating the reason for nonuse of a transportation mode that is to the GOV'T's advantage provides justification for travel reimbursement. (Ex: If air travel is the most advantageous transportation mode, but air travel is medically precluded, explain on the order "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

#### NOTES:

***\*(1) DoDD 4500.56, Encl 2, 14 April 2009, DoD Policy on Use of GOV'T Aircraft and Air Travel, (<http://www.dtic.mil/whs/directives/corres/pdf/450056p.pdf>) for any senior official designated by SECDEF as a "required use" traveler on military aircraft.***

***\*(2) Non-motorized transportation mode (bicycle, etc.) may be authorized by the AO; however, a mileage allowance is not authorized for the official travel (par. C2500-A). The AO may authorize reimbursement of transportation related expenses involving non-motorized transportation in the Government interest NTE the most advantageous transportation mode cost per the AO determination.***

### 2. Selecting the Transportation Mode to Be Used

a. Contract Air Service. Except as noted, use of city-pair airfares, offered by a contract air carrier between certain cities, is to the GOV'Ts advantage. These airfares should be used for official air transportation between those cities. If a city-pair airfare is not available, the policy-constructed airfare (APP A) (including a lower airfare offered by a non-contract carrier limited to a GOV'T and/or military traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. FTR, §301-10.107 (<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17113&specialContentType=FTR&file=FTR%2FChapter301p010.html&channelId=-24568>) and DTR 4500.9-R, Part I, Chapter 103, pars. A2 and E ([http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)) for exceptions and specific guidelines regarding contract air service use. ***NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

b. Non-contract Air Service. The use of non-contract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of non-contract air service must be shown on the order or other form of order before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee must obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefore must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be to the GOV'T's advantage with cost, energy, and other factors considered and when compatible with the official travel requirements. The use of discount airfares offered to the GOV'T by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. GOV'T-contract Rental or GOV'T-furnished Automobiles. When it is determined an automobile is required for official travel, a GOV'T-contract or GOV'T-furnished automobile is used as follows.

a. GOV'T-contract Rental Automobile. A GOV'T-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to an employee who travels to a destination by common carrier, such as airplane, train, or bus and would customarily rent a GOV'T-furnished vehicle for local transportation in the destination area. For travel under par. U2001-A3, an employee also may use a GOV'T-furnished automobile if a GOV'T-contract rental automobile is unavailable or if use of a GOV'T-furnished automobile is practical. A GOV'T-furnished automobile continues to be available for use in an isolated area in which a commercial rental contractor is not available.

b. GOV'T-furnished Automobile. A GOV'T-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a GOV'T-furnished automobile is unavailable, a GOV'T-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a GOV'T-contract rental or a GOV'T-furnished automobile should be authorized, the overall cost must include administrative costs and costs associated with picking up/returning the automobile.

d. Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DoD Component concerned as being to the GOV'T's advantage. Additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use one, or a combination, of the transportation modes in par. C2001-A for travel within CONUS must be based on the following factors:

1. Urgency and purpose of travel and ability of each transportation mode to provide necessary service to meet mission requirements;
2. Amount of accompanied baggage or working equipment necessary to accompany the traveler;
3. Savings in the traveler's productive time (workdays only);
4. Availability of adequate accommodations;
5. Any special facilities or schedule that aids in maintenance of necessary security, when applicable;
6. Savings to the GOV'T ICW a PCS order and dependent's transportation.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. OCONUS transportation is arranged through the responsible transportation officer or CTO (par. C2203). Determination of the transportation mode to be used for travel to/from and within an OCONUS area is made by the responsible transportation officer or CTO IAW the guidelines in this Part unless the official directing the travel has specified a particular mode IAW this Part. The transportation officer or CTO must not under any conditions provide transportation via a mode that has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by AMC, including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by MSC, when available; or by commercial transportation IAW the policies set forth in Ch 2, Part E. Except for travel between points served by ferries, travel by ship is not to the GOV'T's advantage in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost work time. Travel by ship may be authorized/approved as being to the GOV'T's advantage only through the Secretarial Process. Reimbursement for use of ships is subject to the further prerequisites of Ch 2, Part E, concerning use of ships of U.S. registry.

2. Traveler Elects Commercial Air or Water. When a traveler, authorized to use available AMC or MSC facilities ICW TDY or PDT, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. C2210. A traveler is required to arrange transportation, even circuitous or interrupted travel, IAW par. C2203.

D. Travel by Aircraft

1. General

a. *AOs directing travel must strictly adhere to the policy on aircraft travel contained in par. U2001.*

b. Air is the usual transportation mode to/from OCONUS.

c. GOV'T or GOV'T-procured air transportation should be used for travel to/from, and between OCONUS areas (APP A).

d. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.

e. Par. C2215-E explains computing reimbursement when other than the authorized transportation mode or route is used.

f. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which dependents travel.

g. A traveler must make transportation arrangements IAW pars. C2203-A and C2203-B.

2. GOV'T Aircraft Use. GOV'T aircraft may be used only for official purposes IAW 41 CFR 101-37.402.

3. Overseas Travel. Travel is required by GOV'T air or GOV'T-procured air transportation unless medically inadvisable for an employee:

a. Performing TDY travel to and from CONUS or between overseas duty points;

b. And a dependent performing PDT to, from, and between overseas duty stations.

4. Operations and Maintenance Technician and Crash Firefighter. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and a crash firefighter for whom travel by aircraft is necessary ICW the employee's duties, is required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions may include such an air travel requirement.
5. Required as Part of Conditions of Employee's Assignment. Travel is required by aircraft for any distance when such transportation mode is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require an employee to be aboard an aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. This employee may be required to be aboard any type of GOV'T aircraft on scheduled or nonscheduled flights.
6. Necessary for Mission Accomplishment or when Air Is the Only Mode Available. Travel by aircraft for any distance is required with or without the employee's consent when such transportation mode is necessary for the accomplishment of the activity's mission or is the only transportation mode available. Such an employee may be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type GOV'T aircraft operated on scheduled or semi-scheduled flights. An employee's acceptance of a order authorizing air travel constitutes agreement to the provisions of the particular order.
7. Air Evacuation Required for Medical Reasons
  - a. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines this transportation mode is necessary for an employee's medical evacuation.
  - b. Employee Medical Transportation. Par. C7500 for authority to provide GOV'T funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
  - c. Dependent Medical Transportation. Par. C5134 for authority to provide GOV'T funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
  - d. Other Employee Transportation. DIA Manual 100-1, Vol. 1, Part 4, Section K also for a civilian employee assigned to a Defense Attaché Office and/or DIA Liaison Office.
8. Air Travel Medically Inadvisable
  - a. Neither a civilian employee nor a dependent is required to travel by air if such transportation mode is medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless agency mission requires the employee to travel separately.
  - b. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.
  - c. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. Par. C2205-E for stateroom standards and required U.S. registry ship use.
  - d. Par. C2215-C does not apply for directing an employee to use GOV'T/GOV'T-procured transportation when a medical condition prevents a family member's travel by aircraft.

## C2002 CITY-PAIR AIRFARE PROGRAM

Regulations applicable to the Contract City-Pair Airfare Program (APP A) are found in [DTR 4500.9-R, Part I, Chapter 103](#), pars. A2 and B2 ([http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)).

## C2003 TRAVEL TIME

A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation. Travel time for travel by GOV'T conveyance (except GOV'T automobile) and/or common carrier obtained by **GOV'T-procured transportation** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed IAW par. C2003-C.

B. Travel by other than Authorized Mode. An employee who elects to travel by other than the authorized mode, is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

### C. POC

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

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

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

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

D. Travel by Aero Club. When a order does not authorize travel by a specific transportation mode and the traveler travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

### E. TDY Travel by Mixed Mode

1. POC Use to the GOV'T Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C2003-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time is NTE that authorized in par. C2003-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the GOV'T Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C2003-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time is NTE that authorized in par. C2003-A for commercial transportation for the official distance of the ordered travel.

F. Travel by Special Conveyance. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. C2003-C.***

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## SECTION 1: TRAVEL AND TRANSPORTATION POLICY

### C2200 TRAVEL/TRANSPORTATION POLICY

- A. General. It is Gov't policy that coach (less than first/business) class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.
- B. Travel Prudence. *A traveler must exercise the same care in incurring expenses as would a prudent person traveling on personal business.*
- C. GSA City-pair Airfares. See APP P.
- D. Official Travel. Transportation procured and/or paid for by the Gov't may be used only for that portion of a trip properly chargeable to the Gov't. Any additional expense is the traveler's financial responsibility.
- E. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
- F. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel-related regulations.
- G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See par. C7455-H -H for the definition of "special needs". A traveler may voluntarily use/accept, and the Gov't may furnish, accommodations that do not meet minimum standards if the employee's or DOD Component's needs require use of these accommodations.
- H. Non-U.S.-certificated Carrier Reimbursement. A traveler may not be reimbursed for travel at personal expense on non-U.S.-certificated aircraft/ships, except as specified in par. C2204-B or C2205-F.
- I. Dependents' Seating. Each dependent is authorized a seat.
- J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer accompanied baggage between airlines), then the traveler is not required to use the non-interlining airline, even if less expensive.

***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act.***

***NOTE 2: In the absence of 'interlining', the traveler usually must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

**C2202 RECORDING COMMERCIAL TRANSPORTATION USE FOR OCONUS PERMANENT DUTY AND RAT**

When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the transportation officer to place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Gov't expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

## SECTION 2: ARRANGING OFFICIAL TRAVEL

### C2203 ARRANGING OFFICIAL TRAVEL

#### A. CTO Use

##### 1. Mandatory Policy

\*a. *It is DoD mandatory policy that a DoD civilian employee use an available CTO to arrange official travel, including transportation and rental cars. A command must not permit a CTO to issue other than economy/coach class tickets purchased at GOV'T expense to a traveler without prior proper authority.*

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

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

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

##### 3. Failure to Follow Regulations

a. A command/unit is expected to take appropriate disciplinary action when an employee and/or an AO fails to follow the regulations concerning CTO use. Par. C1070.

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

c. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other personnel means. Action must *not* be through refusal to reimburse. Par. C2203-A4 for the exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. *Reimbursement is not allowed when the traveler does not follow the regulations for non-U.S.-certificated carriers. Par. C2200-H.*

#### B. Requirements

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

- a. A CTO (APP A), or
- b. In-house travel offices,

2. All travel arrangements must be made IAW:

a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007, at <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>

b. DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services, 5 January 1987 (<http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf>); and

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

C. Non-U.S.-certificated Aircraft or Ship Transportation. Transportation on non-U.S.-certificated aircraft or ships must *not* be authorized/approved unless the conditions in par. C2204-C are met.

D. Transportation Reimbursement

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

2. CTO *Not* Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the policy-constructed airfare (APP A1) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

***NOTE 1: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by an employee is reimbursable under APP G. When an available CTO is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO may be reimbursed NTE the cost of the GOV'T/GOV'T procured transportation.***

***NOTE 2: DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: [http://www.defenselink.mil/comptroller/fmr/09/09\\_03.pdf](http://www.defenselink.mil/comptroller/fmr/09/09_03.pdf)) indicates the purposes for which a DoD GTCC may be used. Charging personal travel expenses is misuse of the GTCC. A DoD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant order must be provided to the CTO before ticketing. An electronic DTS generated order, suffices to meet this requirement. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority, if travel must begin or is performed before a written order is issued. The official who directed the travel is responsible for promptly providing a confirmatory order to the CTO.***

## SECTION 3: COMMERCIAL AIR TRANSPORTATION

### C2204 COMMERCIAL AIR TRANSPORTATION

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO is mandatory.*** Par. C2203-D includes reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T or GOV'T-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

#### B. Service Class

##### 1. General. GOV'T policy is that:

\*a. Each traveler and/or dependent must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, EVT, FVT, any R&R, FEMLE, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, par. C2000-A2) and substantiated to justify other than economy/coach class transportation.

b. Each command, traveler, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach -class accommodations.

c. The AO may authorize/approve the following:

(1) "Economy Plus/ Coach Elite /Etc. Seating". The AO must be able to determine that, at the time of travel, the additional cost of 'Economy-plus/etc.' accommodations are/were in the GOV'T's interest and/or necessary because the traveler is/was limited by a special need that other lesser-cost economy/coach accommodations cannot/could not be used to meet. ***Par. C7455-H for SPECIAL NEEDS.***

(a) This style of seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

\*(b) 'Economy-plus/Coach Elite etc., seating' accommodations includes any seating in economy/coach-class provided to the general public for an additional fee. ***'Economy-plus/Coach Elite/etc., seating' service may vary from airline to airline and use various names but is in the economy/coach cabin and should not be confused with other than economy/coach class travel.*** In addition to any designated 'Economy-plus, etc.' seating areas, aisle, window, exit row, or bulk-head in the economy/coach cabin may also have additional costs depending on the airline and the expenditure of additional GOV'T funds to specifically get a seat assignment in one of these seats must be authorized/approved as being in the GOV'T's interest.

(2) Advance Seat Assignment: Any advance seat assignment (not the seat 'type', but merely getting ANY reserved seat) in an airliner cabin in which the traveler is authorized/approved to travel at GOV'T expense when the airline charges an additional fee for an advance seat assignment to the general public. Having that seat assignment is to the GOV'T's advantage for official travel or when a traveler is regarded as having a special need. ***Par. C7455-H for SPECIAL NEED.***

d. A traveler who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for 'Economy-plus/Signature-seating/advance-seat-assignment' costs on legs of travel to/from personal (as opposed to official) destinations. Par. C1058.

e. First-class airline accommodations may be used at GOV'T expense only as permitted in par. C2204-B3.

f. Business-class accommodations may be used at GOV'T expense only as permitted in par. C2204-B4.

\*g. Par. C2000-A2 regarding authorizing other than economy/coach class transportation before or after travel.

\*h. If an airline flight has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy airfares are available in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for other than economy/coach class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.

i. Less than minimum standards may be authorized as permitted in par. C2200.

**\*NOTE 1: A command must not permit a CTO to issue a traveler an other than economy/coach class ticket without prior proper authority.**

**\*NOTE 2: A specific justification or paragraph reference number detailed to the "specific" reason for travel must be placed on the order (par. C2000-A2) for other than economy/coach class travel (e.g., par. C2204-B4d), (representative of business-class); par. C2204-B3b (representative of first-class). APP I, Part 2, par. C and APP A, BLANKET TRAVEL ORDER for an exception concerning a Blanket Travel Order amendment for other than economy/coach class transportation use.**

**\*2. Officials Who May Authorize/Approve Other than Economy/Coach Class Air Accommodations Use**

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a traveler IAW par. C2204-A3. [DoDD 4500.09E, par. E3, Encl 3, 11 September 2007](#) for a DoD traveler.

(1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. ***Re-delegation may be no lower than to the three-star major commanders.***

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approval authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain approval for their own business-class travel from the next higher approval authority. Par. C2000-A2.

\*c. Other than Economy/Coach Class Approval Authorities.

	<u>First Class</u> ( <a href="#">DoDD 4500.09E</a> )	<u>Business Class</u>
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary, may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

3. First-class Air Accommodations Use. ([OMB Bulletin 93-11, 19 April 1993](#)) The appropriate authority in par. C2204-B2a may authorize/approve first-class air accommodations when: ***NOTE: APP H, Part II, Section C, for a first-class decision support tool.***

\*a. Lower Class Airline Accommodations Are Not Reasonably Available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours before the traveler’s proposed departure time, or is scheduled to arrive up to 24 hours before the traveler’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the traveler’s required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty. When par. C2204-B3 is used to justify other than economy/coach class accommodations, the AO must ensure the order clearly annotates when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-/economy-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEMLE, or personnel evacuation and flights over 14 hours in duration, since arrival/reporting time in these cases is not mission critical.

b. Par. C2000-A2c for medical reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

- (1) A traveler whose use of other than first-class accommodations would entail danger to the traveler’s life or GOV’T property.
- (2) An agent of a protective detail accompanying an individual authorized to use first-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches/ packages and business-class accommodations are not available.

d. When Required by the Mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign government’s traveling to the U.S. to consult with members of the Federal GOV’T. For DoD, the approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director. Business-class should be used if available.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

f. When a non-Federal source makes full payment for the transportation services in advance of travel (Joint Ethics Regulation (JER), [DoD 5500.7-R](#), at [http://www.dod.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html)). One of the preceding criteria al-

so must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional Travel. Travel of a DoD employee accompanying a Member of Congress or an armed forces member on official travel under the authority in 31 USC §1108(g). Ch 7, Part I.

\*4. Business-class Accommodations Use. (*Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.*) *Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Other than economy/coach class authorizing/approving officials (par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. Par. C1059 about scheduled travel and **NOTE 1** in par. C1060 on rest periods. Par. C2000-A2. APP H3, Sec B, for business-class accommodations procedures/requirements.* Business-class accommodations may be authorized/approved when:

\*a. Space Is Not Available in Coach-Class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When “space is not available in coach-class” is used to justify other than economy/coach class accommodations, the order must clearly annotate when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. The return flight requires coach-/economy-class accommodations if the flight is not critical and the traveler can rest before reporting back to work. Par. C2000-A2d.

b. Par. C2000-A2c for Medical Reasons.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

(1) A traveler whose use of other than business-class accommodations would entail danger to the traveler’s life or GOV’T property.

(2) Agents of protective details accompanying individuals authorized to use business-class accommodations.

(3) Couriers and control officers accompanying controlled pouches/packages.

d. When Required by the Mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign GOV’T’s traveling to the U.S. to consult with members of the Federal GOV’T. The approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. Joint Ethics Regulation (JER), [DoD 5500.7-R](#), at [http://www.dod.mil/dodge/defense\\_ethics/ethics\\_regulation/index.html](http://www.dod.mil/dodge/defense_ethics/ethics_regulation/index.html). The order must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class Airline Accommodations on Non-U.S.-certificated Carriers do not Provide Adequate Sanitation or Meet Health Standards and Non-U.S.-certificated Air Carrier Service Use is Authorized/ Approved IAW the Fly America Act. Par. C2204-C for rules governing U.S. flag carrier use.

h. Business-class Accommodations Use Would Result in an Overall Savings to the GOV'T Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred while Awaiting Coach-class Accommodations. An actual cost-comparison must be made and attached to the order.

i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), the Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, the TDY Purpose/Mission is so Urgent It Cannot Be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. NOTE 2 below.

*\*NOTE 1: The "length of flight (14, 20, 30, 40 hours)" is not sufficient justification to authorize other than economy/coach class accommodations. The justification must be that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using 'length of flight' to justify business-class accommodations, the business-class authorizing/approving official must ensure the order clearly annotates when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-/economy-class and business-class accommodations.*

*NOTE 2: The AO must certify that the options contained in NOTE 1 in par. C1060 have been read and considered if par. C2204-B4d is placed on the order IAW par. APP I4, par. A2, item 16 (c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT leave, Emergency Leave, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.*

**NOTE 3:**

(1) *The traveler is not eligible for business-class airline accommodations at GOV'T expense if:*

(a) *A 'Stopover' en route (regardless of who pays the expenses during the 'stopover') is an overnight stay,*

(b) *A Rest stop en route is authorized, or*

(c) *An overnight rest period occurs at the TDY location before beginning work.*

(2) *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.*

(3) *On TDY travel, the 14-hour rule (in par. C2204-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations must be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.*

(4) *When business-class accommodations use is authorized/approved, use of available business-class airfares provided under the contract city-pair program is mandatory.*

j. Congressional Travel. Travel of a DoD employee accompanying a Member of Congress or an armed forces member on official travel under the authority in 31 USC §1108(g). Ch 7, Part I.

k. Required by Foreign GOV'T Regulations, MOU/MOA/SOFA. Travel of personnel employed by a foreign government if required by the foreign country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the U.S. GOV'T's interest.

5. Documentation Requirements. APP H for document requirements/procedures.

a. Travel Order. Par. C2000-A2a.

\*b. Travel Certification. A traveler must certify on the order, or by attachment to the order justification(s) for the use of other than economy/coach class airline accommodations. ***Other than economy/coach class transportation accommodations use is limited to those circumstances listed in pars. C2204-B3 and C2204-B4.*** Specific /approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only other than economy/coach class accommodations, the traveler must certify these circumstances on the attachment to the order. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for additional costs resulting from other than economy/coach class airline accommodations use. Additional costs are the difference between the cost of the other than economy/coach class transportation used and the transportation class for which the traveler was eligible.

C. U.S.-certificated Air Carrier Use

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

***NOTE 2: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to uniformed Service members (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employees, or their dependents. Uniformed Service members, DoD civilian employees and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. C2204 (FTR §301-10.135).***

1. Requirements. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the U.S. GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). Except as provided in par. C2204-C3, U.S.-certificated air carrier service is available if:

- a. The carrier performs the required commercial air transportation, and
- b. The service accomplishes the mission, even though:
  - (1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,
  - (2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,
  - (3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or
  - (4) The only U.S.-certificated air carrier service available between points in the CONUS or non-foreign OCONUS location and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (a brief non-work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen 629 \(1977\)](#)).

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

2. Exceptions. When one of the following exceptions exists, U.S.-certificated air carrier service is not available.

a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. GOV'T and another country's government are parties, and which the Department of Transportation has determined meets the 'Fly America' Act requirements.

b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S.-certificated air carrier service may be used, but only to/from the nearest interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.

c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) ([59 Comp. Gen. 223 \(1980\)](#)).

d. Non-U.S.-certificated air carrier service would be three or fewer hours, and U.S.-certificated air carrier use would at least double en route travel time.

e. Air transportation on a non-U.S.-certificated flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); **NOTE: Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.**

f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.

g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S.-certificated air carrier must be used on every route portion in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:

- (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
- (2) Extend travel time by at least 6 hours or more; or
- (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

**NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of non-U.S.-certificated (foreign) air carrier use based on a threat against GOV'T employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.**

k. Only first class accommodations can be furnished by a U.S.-certificated air carrier, but less than first-class accommodations are available on a non-U.S.-certificated air carrier ([60 Comp. Gen. 34 \(1980\)](#)).

l. The total delay, including delay travel initiation from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-U.S.-certificated service was used ([56 Comp. Gen. 216 \(1977\)](#)).

m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) ([56 Comp. Gen. 629 \(1977\)](#)).

n. The traveler's transportation is paid for in full by a non-Federal source IAW the Joint Ethics Regulation (JER), [DoD 5500.7-R](#), at [http://www.dod.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html).

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial non-U.S.-certificated air transportation may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the order and/or GOV'T travel procurement document, made IAW Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification number(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

#### 4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S.-certificated air carrier use must be selected. Schedule selection is made using the following guidelines. When:

- (1) U.S.-certificated air carrier service is available at origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;
- (2) U.S.-certificated air carrier service is not available at origin or an interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;
- (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air between the U.S. and another continent, the travel should be rerouted so that available U.S.-certificated air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-C4a. when selecting a schedule.

**Example**

Assuming there are no constraints on the departure/arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, has a choice of the following four schedules (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

<u>Schedule I</u>				<u>Schedule II</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0830	Non-U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non-U.S.	Depart:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule III</u>				<u>Schedule IV</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non-U.S.	Depart:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. C2204-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I. [55 Comp. Gen. 1230 \(1976\)](#).

5. Reimbursement. *There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated air carrier service is used.* If U.S.-certificated air carrier service is available for an entire trip and the traveler uses a non-U.S.-certificated air carrier for any part or the entire trip, the transportation cost on the non-U.S.-certificated air carrier is not payable ([41 CFR §301-10.143](#)).

D. Carrying Dangerous Weapons Aboard a Commercial Aircraft. When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier must confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person must present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon must conform to the regulations of the separate departments.

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## SECTION 5: TRAIN TRANSPORTATION

### C2208 TRAIN TRANSPORTATION

\*A. Policy. A traveler who travels by train must use coach-class accommodations, except when other than economy/coach class service is authorized IAW this Section and APP H. When adequate reserved coach-class accommodations are available, an AO must require that those accommodations be provided. For overnight travel, a traveler must be provided slumber coach sleeping accommodations, or the lowest sleeping accommodations class available on a train that does not offer slumber coach accommodations.

#### B. Train Class Accommodations

1. Coach-class. The basic accommodations class offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

2. Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

\*3. Other than Economy/Coach Class. Any accommodations class above coach, e.g., first-class or business-class.

\*a. First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or additional other than economy/coach class accommodations.

b. Business-class. A service class offered on Amtrak Acela or Metroliner extra fare train service that is offered above coach class, but is lower than first-class, as described in par. C2208-B3a.

***NOTE: If a train only has two accommodations classes available, i.e., first- and business-class, then the business-class (lowest class offered) becomes coach-class for purpose of official travel.***

#### C. AO Approval. The AO can approve the following:

\*1. Coach-class. Any 'standard' economy (lower than other than economy/coach class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

\*2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is to the GOV'T's advantage or is required for security reasons. Extra-fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train. When an extra-fare train is authorized/approved by the AO, it is to the GOV'T's advantage. No further agency approval is needed. If the lowest class available is first-class, the AO must comply with the requirements in par. C2000-A2 for an other than economy/coach class travel order. "Coach" class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only IAW pars. C2208-D and C2208-E.

\*3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T advantage or is required for security reasons. The lowest service class available is to the GOV'T's advantage and no further agency approval is needed. However, if the lowest class available is other than economy/coach class, the AO still must comply with the requirements in par. C2000-A2 for other than economy/coach class travel authorizations. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO may authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. Additional other than economy/coach class train travel accommodations may be authorized/approved only IAW pars. C2208-D and C2208-E.

\*D. Other than Economy/Coach Class Train Accommodations Use. APP H includes an other than economy/coach class decision support tool and procedures.

\*1. Authorization/Approval. The other than economy/coach class authorizing/approving official in par. C2204-B may authorize/approve other than economy/coach class train accommodations use (par. C2000-A2b).

2. Requirements. See par. C2000-A2a.

\*E. Circumstances. ([OMB Bulletin 93-11, 19 April 1993](#)) Other than economy/coach class train accommodations may be authorized/approved only when:

1. To the GOV'T's Advantage and No Coach-class Train Accommodations Are Reasonably Available. "Reasonably available" means coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" also must be based on slumber coach sleeping accommodations availability. ***"Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.***

\*2. Use of Other than Economy/Coach Class Accommodations Is Necessary to Accommodate a Medical Disability/Special Need (par. C2000-A2c).

a. A disability must be certified every six months in a written statement by a competent medical authority. When unforeseen circumstances preclude recertification an AO may approve a onetime extension NTE 30 days. If the disability is a lifelong condition, then a certification statement is required every two years. Certification statements must include at a minimum:

- (1) A written statement by a competent medical authority stating that special accommodation is necessary;
- (2) An approximate duration of the special accommodation; and
- (3) A recommendation concerning the appropriate transportation accommodations class based on the disability.

b. A special need must be certified every six months in writing IAW par. C2000 and APP H. If the special need is a lifelong condition, then a certification statement is required every two years;

\*c. If an accompanying attendant is authorized IAW par. C5146-B, and the attendant's services are required en route, the attendant may be authorized/approved to use other than economy/coach class accommodations.

\*3. Exceptional Security Circumstances Requiring Other than Economy/Coach Class Rail Accommodations.

These circumstances should only be authorized to the minimum other than economy/coach class accommodation necessary to meet the mission. Examples are:

- a. A traveler whose use of coach-class train accommodations would endanger the traveler's life or GOV'T property.
  - \*b. An Agent of a protective detail accompanying an individual authorized to use other than economy/coach class train accommodations.
  - \*c. A courier and a control officer accompanying controlled pouches or packages and a lower other than economy/coach class is not available.
4. Coach accommodations on an authorized/approved foreign rail carrier do not provide adequate sanitation or do not meet health standards.
5. Required because of agency mission.

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**PART 6: COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)**

**C2210 COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)**

A. When the Commercial Transportation Cost Is \$100 or Less (FTR §301-51.100)

***NOTE: It is mandatory DOD policy that, when available, CTO services be used to arrange official travel.***

1. General

a. When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may:

- (1) Use a GTCC,
- (2) Pay cash, or
- (3) Be issued a transportation request IAW the provisions in pars. C2210-A2 and C2210-A3.

b. GTCC or cash payment is ordinarily made for transportation when the amount involved is \$10 or less.

\*2. Purchasing Transportation. The traveler is required to follow par. C2204-A, governing the use of economy/coach class accommodations when purchasing commercial transportation paid for by the Government.

3. Reimbursement (FTR, §301-72.204)

a. Reimbursement is authorized for the GTCC (or cash) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher.

b. The traveler must be prepared to document the date, carrier name, accommodations used, travel origin(s) and destination(s), and the transportation cost and Federal tax paid if required by finance regulations.

c. A traveler who has procured passenger transportation services with a GTCC or cash (whether using personal funds or a travel advance) must, IAW finance regulations, assign to the Gov't any right to recover any excess payment involving a carrier's use of improper rates.

B. Transportation Request (GTR) Not Available (FTR §301-51.100). See par. C2253.

C. GTR is Available but Not Used and the Transportation Cost Exceeds \$100 (FTR, §301-72.201, and §301-72.203). When a GTR is available but not used:

1. Due to conditions beyond the traveler's control, reimbursement is authorized for the actual authorized transportation and accommodations cost.

2. And commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized NTE the Gov't's cost for authorized transportation and accommodations had Gov't-procured transportation and accommodations been arranged or a GTR been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190) Reimbursement for bus/streetcar transportation expenses:

1. Is allowed under the conditions in Ch 2, Part C, and
2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

E. Statement of Necessity Requirement. It is possible that finance regulations may require a statement of the necessity for daily travel involving bus or streetcar to accompany the travel voucher.

**PART I: MILEAGE & MALT RATES**

**C2500 TDY AND LOCAL TRAVEL**

A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>	<u>NOTE</u>
Airplane	\$1.29	1 Jan 2010	1
Automobile (if no GOV is available)	\$0.50	1 Jan 2010	1
Motorcycle	\$0.47	1 Jan 2010	1
POC use instead of a GOV'T-furnished vehicle (if a GOV is available) when use of a GOV'T-furnished vehicle is to the GOV'T's advantage	\$0.285	4 Feb 2005	
Partial reimbursement for POC use when the employee is committed to use a GOV and a GOV has been procured and is available for the employee's use but the employee elects to use a POC	\$0.125	4 Feb 2005	
*Mileage allowance is not authorized for non-motorized transportation mode (bicycle, etc.) used for official travel. See GAO decisions B-184641, 11 September 1975; B-196484, 19 February 1980 and B-201654, 12 January 1981. Reimbursement of actual transportation expenses incurred in the use of the non-motorized transportation mode is limited to the most advantageous transportation mode per the AO determination.			

**NOTE:**

***1 For travel performed on or after 1 January 2010.***

B. Helicopter and Privately-owned Boat. Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis (pars. C2162-B and C2165).

C. POC Use Instead of GOV. Par. C2180 details POC use instead of a GOV.

D. GOV Advantageous POC Rates. GOV advantageous POC rates consist of:

1. \$0.285/mile (fixed cost \$0.16 and variable cost \$0.125) if GOV use is to the GOV'T's advantage, there is a GOV available for the employee, but one has not been procured specifically for the employee's use.
2. \$0.125/mile (variable cost) when a GOV is directed, has been procured for the employee's use, is available for the employee's use and the employee elects to use a POC.

**C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**

A. General. The PCS MALT paid (par. C2505-B for the rate) is determined by the official distance for which PCS MALT may be paid under the circumstances (as determined IAW the applicable JTR provisions).

B. MALT Rate

1. *Effective 1 January 2010*, the MALT rate per authorized POC is \$.165/mile. The MALT rate in effect from 1 January – 31 December 2009 was \$.24/mile.
2. The \$.165/mile rate is effective for all PCS travel that commences on or after 1 January 2010 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2010 must be paid at the old rate (\$.24/mile) even if the travel was not completed until after 1 January 2010.
4. Par. C5050 clarifies general information and reimbursement ICW MALT.

***NOTE 1:*** *Regardless of the POC type used (except as described in par. C5275), this is the PCS travel MALT rate. Par. C1065 details official distance determination.*

***NOTE 2:*** *Par. C5050-A2 explains when more than one employee travels as an authorized traveler in a POC.*

**C2510 CONVERTING KILOMETERS TO MILES**

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers x .62 miles/km = Miles*.

**Example.** To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km x .62 miles/km = 52 miles.

## PART B: PER DIEM

### C4550 PER DIEM RATE

A. General. Per diem prescribed in this Part is applicable for all TDY periods, except when an AEA, authorized under Part C, applies, and for all PDT periods. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** Par. C4555-A if neither GOV'T QTRS nor commercial lodging is available at the TDY location.

***NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the reservation, station or other established area front gate location. Refer to the U.S. Census Bureau website <http://quickfacts.census.gov/cgi-bin/qfd/lookup> which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. Par. C4550-F3 for the current Standard CONUS per diem rate.***

B. Responsibility for Authorizing/Approving a Per Diem Rate. Each DoD Component head, or a designee, is responsible to ensure per diem for a traveler is sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. Par. C4550-C for information about requesting a reduced per diem rate. To avoid an excessive authorized/approved amount (beyond the amount needed), consideration must be given to the following factors that tend to reduce an employee's necessary expenses:

1. Actual arrangements or established cost experience at a TDY location showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly to which repetitive travel or extended stays are involved;
4. GOV'T-furnished lodging availability, such as GOV'T QTRS, or other lodging procured for the employee using a purchase order (par. C4552-H).

C. Authorizing a Reduced Per Diem Rate. When it can be determined factually that a per diem rate prescribed in this Part is in excess of need for a particular duty assignment because of known lodging and/or meal costs reductions resulting from pre-arrangement, special discounts, or other reasons (par. C4550-B), the AO should seek authority to prescribe a reduced per diem lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized prior to the travel.*** The rate must be less than the locality per diem rate. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, the appropriate office listed in par. C4550-E sends a lower per diem rate authorization to the requesting official. The reduced per diem rate does not apply to any day the employee is traveling. ***The authorized reduced per diem rate must be stated on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the original order was issued).*** ***Except as indicated in pars. C4554-D and C4558-C, a DoD COMPONENT head (APP A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.***

D. Offices Designated to Authorize Decreased Per Diem Rate. A DoD Component head may authorize (in advance) zero per diem or per diem rates in lesser amounts than those in <http://www.defensetravel.dod.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD Component concerned and may not be re-delegated. In the absence of a reduced or no per diem authority on the order before travel begins (or part of an order amendment covering a prospective period after the order modification), an order, modified after the fact prescribing per diem different from those in <http://www.defensetravel.dod.mil/perdiem/pdrates.html> are without effect. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS.

***NOTE: An increase to the zero or reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under par. C4600.***

E. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to the offices listed in pars. C4550-E1 through E4:

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-EPD, Hoffman Building 1, Room 148, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001;
2. Navy and Marine Corps: Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;
3. Air Force: HQ USAF/A1PA, 2221 South Clark Street, Crystal Plaza 6, Ste 500, Arlington, VA 22202-3745;
4. OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates.
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. Effective 1 October 2009, the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$70	\$46	\$116

**C4551 PER DIEM RATE REVIEW**

A. General. When a traveler, command, or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. C4551-B via (1) the appropriate Service/AGENCY channels and (2) the applicable department/office listed below:

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-EPD, Hoffman Building 1, Room 148, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 2221 South Clark Street, Crystal Plaza 6, Ste 500, Arlington, VA 22202-3745.
5. OSD/WHS/Defense Agencies - DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

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

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

**CONUS Locations**  
**General Services Administration**  
Office of Governmentwide Policy  
Travel Management Policy (MTT)  
1800 F Street NW, Room G-219  
Washington, DC 20405-0001  
Or [Jill.denning@gsa.gov](mailto:Jill.denning@gsa.gov)

**Non-Foreign OCONUS Locations**  
**Per Diem, Travel and  
Transportation Allowance  
Committee (PDTATAC)**  
ATTN: Allowances Branch  
4601 North Fairfax Drive, Suite 800  
Arlington, VA 22203-1546

**Foreign OCONUS Locations**  
**Department of State**  
Director of Allowances  
State Annex 1, Room L314  
Washington, DC 20522-0103

#### C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction in Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

C. Per Diem at the PDS

1. Per Diem Not Allowed

- a. Per diem cannot be authorized or paid within the PDS limits (APP A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009.)
- b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.
- c. Non-payment of per diem applies even if the traveler vacated the permanent dwelling at the old PDS and lodged in temporary lodgings during the TDY period.

2. Per Diem Allowed

- a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967).  
**Example.** An employee departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), **and** the employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

D. TDY at Nearby Places outside the PDS. Per diem is not authorized when an employee performs TDY in the vicinity of, but outside, the PDS, unless overnight lodging is required. If the travel period is more than 12 consecutive hours (par. C4552-F), the AO may authorize per diem if overnight lodging is required.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). **Per diem is not allowed when the official travel period is 12 or fewer hours.** This also applies to PDT. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or non-foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment under pertinent regulation provisions while on the detail or TDY, per diem payment is authorized concurrent with differential payment.

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, meals, and IE is NTE the applicable per diem rate authorized in Ch 4, Part B. Par. C4655 for a training course exception. Ch 4, Part C for AEA information. **NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy"** (GSBCA 15890-TRAV, 29 July 2003).

I. Personnel Traveling Together. 'Personnel traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers. **No per diem is payable on days travelers travel when the order directs limited or no reimbursement for personnel traveling together.** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. A civilian employee pays the food cost and operating expense and is authorized reimbursement of the amount paid for food. **Directing several personnel to travel together with limited or no reimbursement must never be done simply to save travel funds.**

J. Meeting and Convention. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged that involves the attendee's travel from other DoD Components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. APP R regarding attendance at a meeting and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. Per diem terminates at the end of the calendar day for on which the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

### C4553 'LODGINGS-PLUS' PER DIEM METHOD COMPUTATION

***NOTE:*** The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using 'Lodgings-Plus' Computation.

A. General. Per diem for all official travel, including PCS, must be computed under the 'Lodgings-Plus' method except when:

1. A reduced per diem rate is authorized for the TDY under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4558 for travel by ship applies;
4. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
5. Per diem is not payable as indicated in par. C4554- C when TDY is performed in support of a military unit while on field duty;
6. A per diem prescribed in par. C4562 for a consultant, expert, and private individual (including an ROTC member) applies; or
7. An AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-Plus' computation method, the per diem for each travel day is the actual amount the traveler pays for lodgings NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B through F apply in the specific situations described.

#### B. Maximum Per Diem Rate

1. Rates. The General Services Administration, Department of Defense, and State are responsible for travel per diem rates. The Standard CONUS per diem rate applies for any CONUS city/county location not identified in the CONUS per diem rates (par. C4550-F3). Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.
2. Per Diem when the TDY Location Is a Reservation, Station, Other Established Area, or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specified for the reservation, station or other established area. When the location (reservation, station or other established area) is not specified, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

#### C. Per Diem Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount. ***Receipts for lodging are required (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 includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. M&IE Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without expense itemization or receipts. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days.

***NOTE: The cost for clothing laundry, dry cleaning and pressing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry/dry cleaning/ pressing clothing is not a separate reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/ approved for OCONUS travel.***

D. Computation

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, M&IE of 75% of the M&IE rate for the TDY location is paid for each travel day. No meals deduction is made. If more than one TDY point is involved and lodging is not required, the highest M&IE rate prescribed for any of the TDY locations is used (e.g., 15-hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2). Par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate (par. C5120-C, Example 1). If lodging is required, the rules in par. C4553-D2 for travel of more than 24 hours apply.

***NOTE: Per diem payment authorized by par. C4553-D1a may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a); verify possible state and local implications).***

2. Travel of More than 24 Hours. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required (and the traveler is still en route), the applicable per diem rate is the TDY location per diem rate, or a stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations. Par. C4553-B for maximum per diem rates and par. C4555-A for lodging location. ***Only one per diem rate can be applicable to a calendar day.*** Pars. C4553-D2a through C4553-D2d; C4555-C (lodging obtained after midnight), and C4558-C (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

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

(1) Lodging Required. When lodging is required on the day travel begins, the per diem is the actual lodging cost incurred by the traveler, NTE the stopover point or TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies. ***NOTE: Lodging reimbursement at the destination (e.g., the school location) is not allowed for a student dependent and the school location M&IE applies for the arrival day.***

(2) Lodging Not Required. When lodging is not required on the day travel begins, the per diem is the next destination (TDY/stopover point) M&IE rate. For student dependent travel, the school location M&IE rate applies.

b. Full Calendar Travel Days

(1) Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination, the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling (***NOTE: The destination (e.g., the school location) lodging cost is not allowed for a student dependent.***), plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem is the next destination (TDY/stopover point) M&IE rate to which the traveler is traveling or the last TDY location if en route to the PDS.

c. Returning from Travel

(1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning to the PDS, home, or other authorized point, the per diem is the actual lodging cost, NTE the applicable stopover point or TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.

(2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem is the M&IE rate applicable to the preceding calendar day (for a student dependent, the rate applicable to the preceding calendar day is the M&IE rate for the student dependent's school location unless lodging en route was required).

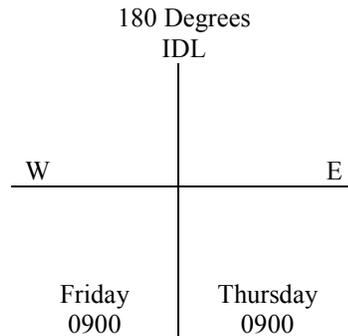
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required. Par. C4553-D2d. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required.

<b>Example</b>	
1 September	Depart PDS
1 September	Arrive TDY A (\$50 M&IE)
10 September	Depart TDY A
10 September	Arrive TDY B (\$60 M&IE)
10 September	Depart TDY B
10 September	Arrive PDS
<b>Pay 75% of \$50 (TDY A M&amp;IE for preceding day) on 10 Sep.</b>	

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route stopover (i.e., a location at which the traveler remained overnight) site.

d. Departure Day from and Return Day to the PDS. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY. For student dependent travel, the school location M&IE applies. ***The GMR, PMR, \$3.50 IE, or reduced per diem rate do not apply on days of departure or return to PDS. If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.***

E. Computing Per Diem when Crossing the International Dateline (IDL). The IDL is a hypothetical line along the 180<sup>th</sup> meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.



Par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to per diem payment under the 'Lodgings-Plus' computation method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When AEA reimbursement for certain travel days is intermittent with the per diem method used for other days, par. C4624-D governs.

#### C4554 PER DIEM RULES CONCERNING MEALS

##### A. M&IE Rate Determination

###### 1. Full Day

###### a. CONUS. The

- (1) Applicable locality per diem rate,
- (2) Standard GMR, plus \$5 for IE on any day the AO specifies the GMR rate, or
- (3) PMR, plus \$5 for IE on any day the AO specifies the PMR rate.

###### b. OCONUS. The

- (1) Applicable locality per diem rate, (plus the locality IE rate or \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses (**NOTE** below on IE));
- (2) Standard GMR for meals in a GOV'T dining facility/mess plus the IE rate (**NOTE** below) on any day the AO specifies the GMR rate, or;
- (3) PMR plus the IE rate (**NOTE** below) on any day the AO specifies the PMR rate.

**NOTE:** The IE rate OCONUS is the applicable locality per diem rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. Regardless of at what location the traveler is lodged, the \$3.50 must be stated on the order for it to be paid for travel beginning on or after 1 July 2009. The \$3.50 IE rate does not apply on any day the employee is traveling.

c. Joint Task Force (JTF) Operations. Ch 4, Part I.

***NOTE: For training and deployments the AO may specify the GMR or PMR based on GOV'T dining facility/mess availability. The AO may only specify the GMR when all 3 meals on a given day are available. The AO may only specify the PMR when at least one meal a day is available. A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on an interim travel day.***

2. Partial Days. *On the days of departure from and return to the PDS, the GM, PMR, \$3.50 IE, or reduced per diem rate do not apply.*

3. Schoolhouse Training (Formal Courses of Instruction). *The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY order to the contrary.* If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to order issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

B. Deductible Meal

1. The PMR in par. C4554-A applies on any day when one or two deductible meals is/are provided. APP R2, par. J. The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.

2. A deductible meal is a meal:

a. Made available pursuant to an agreement between a DoD COMPONENT or AGENCY and any organization, if the order indicates the facility providing the meal(s) is available;

b. Included in a registration fee ultimately paid by the GOV'T;

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

d. Furnished by the GOV'T at no cost to the traveler;

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

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

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

3. The following is not a deductible meal:
  - a. Box lunch (to include such things as C Rations, K Rations, MREs) -- except when an MRE and/or a box lunch is the *only method* of providing adequate subsistence to a traveler. ***NOTE: Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR,***
  - b. In-flight meal,
  - c. Rations furnished by the GOV'T on military aircraft,
  - d. GOV'T meal paid for by the traveler and consumed in a GOV'T dining facility/mess,
  - e. Meal furnished on commercial aircraft,
  - f. Meal provided by private individuals, or
  - g. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex., lodging cost \$75 with or without breakfast).

***NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only the IE for that day (\$5 in CONUS; or the locality IE or \$3.50 OCONUS) are payable.***

4. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the traveler:
  - a. is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may require substantiating documentation from the appropriate professional authority), and
  - b. attempted to make, but was unable to make, alternative meal arrangements for a substitute meal, and
  - c. must purchase a meal that satisfies the medical requirements or religious beliefs.

The AO may authorize/approve the locality meal rate or PMR, as applicable, when the traveler is unable to eat the deductible meal due to mission.

C. TDY Performed in Support of a Military Unit on Field Duty. No per diem is payable to a civilian employee under a civilian order who, as part of assigned duties, accompanies a military unit on field duty, or provides noncombatant support to a military unit (APP A). The per diem payment prohibition applies when both GOV'T dining facility/mess, including field rations (even though the employee is assessed a charge for that meal(s)) and GOV'T-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a GOV'T dining facility/mess (including field rations). Reimbursement is authorized for any charges incurred for meals or lodging cost necessarily procured during the TDY assignment.

\*D. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. Pars. C4554-B2e and C4554-B2f when a charge for meals is added to the lodging cost. ([CBCA-1900-TRAV, 3 MAY 2010.](#))

## C4555 RULES CONCERNING LODGING AND LODGING COST

### A. Lodging Location Rules

***NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.***

1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate for personal preference or

convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.

2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality at which the prescribed maximum per diem rate is higher, a DoD Component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs NTE the maximum lodging amount for the TDY locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4.

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotel, motel, boarding house, etc.), the allowable lodging expense is based on the single room rate for the lodging used. Par. C4555-II for double occupancy. Par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. GOV'T QTRS. A fee or service charge paid for GOV'T QTRS use is an allowable lodging expense. Reimbursement to the traveler for GOV'T QTRS use may not exceed the maximum locality lodging ceiling.

3. Lodging with a Friend or Relative (FTR §301-11-12 (c)). ***Lodging cost reimbursement is not ordinarily authorized when staying with a friend or relative.*** When an official traveler lodges with a friend or relative - with or without charge - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. ***The Service/AGENCY cannot direct the official traveler to lodge with a friend or relative.*** A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

The lodging reimbursement examples below apply for official travel including as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the official traveler has the option to stay with a friend or relative. The official traveler is not reimbursed the cost of comparable conventional lodging in the area or a flat 'token' amount.

Example 1: A civilian employee (extended TDY) and a member (short-term TDY), each traveling under an official TDY order to Location A, reside together with family members who live at/ near Location A during the TDY. They commute daily to the TDY location. The DoD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement (par. U4129-E).

Example 2: A DoD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized NTE the single room rate and room tax if applicable. Par. C4430, if the civilian employee's TDY duration exceeds 30 days.

The traveler must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

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

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

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

4. Lodging in Non-conventional Facilities. The cost of non-conventional commercial lodging facilities is allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DoD Component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 (midnight) of that day.

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodgings. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as lodgings, per diem is computed IAW par. C4553, and par. C4559 when a recreational vehicle is used for lodging. Allowable lodging expenses are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Apartment, house, or recreational vehicle rent (par. C4559-B);
2. Parking space rental for the recreational vehicle;
3. Appropriate and necessary furniture rent, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

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

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

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

7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. APP G for official communications.*);
9. Special user fee costs such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in a hotel/motel room price in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a traveler to use timeshare lodgings at the TDY point (B-254626, 17 February 1994).

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

E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence (57 Comp. Gen. 147 (1977)). *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (Ch 4, Part C) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.*

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

F. Dual Lodging Reimbursement on a Single Day

1. Per Diem Basis. When the AO determines it necessary for a traveler to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the traveler's per diem for TDY at that location (Location B) for that day.
2. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Considerations for dual lodging reimbursement include:
  - a. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control (60 Comp. Gen. 630 (1981));
  - b. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) (GSBCA 15321-TRAV 26 October 2000; GSBCA 15482-TRAV 18 October 2001); and
  - c. Practicality of checking out (B-257670, 10 January 1995).
3. Reimbursable Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a reimbursable expense (APP G), if approved by the AO (60 Comp. Gen. 630 (1981)).

4. **Maximum Reimbursement.** Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the amount of per diem or AEA plus lodging tax that would have been paid had the traveler remained at Location A overnight. Receipts are required for dual lodging claims.
  
5. **Limitation.** *Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel.* Dual lodging must be approved after the fact by an amended order or by the approving official on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process.
  
6. **Long-term Dual Lodgings Occupancy.** *Long-term reimbursement for dual lodging is not permitted and an order may not contain such a provision.*
  
7. **Example.** An order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized. The known TDY locations must be named in the order.*

<b>Example 1</b>
A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved the \$45 daily apartment cost as a reimbursable expense (APP G). The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.
Applicable per diem rates as used in this example: Location A (\$130/ \$46) Location B (\$119/ \$46)
Location A apartment reimbursement for 5 days: \$225 (\$45/day x 5 days)
TDY assignment per diem in Location B:
<b>First day</b> (departure day from Location A and arrival day in Location B): \$95 (lodging cost) + \$46 (M&IE) = \$141/day plus lodging tax ( <b>NOTE</b> )
<b>Second thru fifth day:</b> \$95 (lodging cost) + \$46 (M&IE) = \$141/day x 4 days = \$564 plus lodging tax ( <b>NOTE</b> )
<b>Return day to Location A:</b> \$45 (lodging cost) + \$46 (M&IE) = \$91

<b>Example 2</b>
A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a reimbursable expense (APP G). The lodging costs (\$110/day) incurred in Location D was used to determine the traveler's per diem while on TDY in that city.
Applicable per diem rates as used in this example: Location C (\$109/ \$38) Location D (\$130/ \$46)
GOV'T QTRS reimbursement for 3 days: \$75 (\$25/day x 3 days).
TDY assignment per diem in Location D:
<b>First day</b> (departure day from Location C and arrival day in Location D): \$110 (lodging cost) + \$46 (M&IE) = \$156/day plus lodging tax ( <b>NOTE</b> )
<b>Second and third day:</b> \$110 (lodging cost) + \$46 (M&IE) = \$156/day x 2 days = \$312 plus lodging tax ( <b>NOTE</b> )
<b>Return day to Location C:</b> \$25 (lodging cost) + \$38 (M&IE) = \$63
<b>NOTE:</b> <i>Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</i>

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

This computation presumes that the traveler acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodgings at a daily rate. ***NOTE: This does not apply when a residence is purchased. Par. C4555-E.***

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

H. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement. APP G for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. For double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. Otherwise, the official traveler is allowed the single room rate. ***The official traveler must provide the single room rate.***

J. Lodging Tax. Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the GOV'T reimbursing the employee, is required to pay applicable lodging tax while traveling on GOV'T business. Exemptions from tax for a Federal traveler and the form required to claim the exemption vary from location to location. The GSA Travel Homepage ([www.gsa.gov/statetaxforms](http://www.gsa.gov/statetaxforms)) lists jurisdictions in which lodging tax-exemption may be offered.

#### **C4556 LODGING AND MEALS PROVIDED WITHOUT COST**

On a day that all meals and lodgings are provided without cost to a traveler incident to a TDY or training assignment, the per diem is:

1. \$5 incident to an assignment in CONUS; and
2. The IE rate for the locality concerned unless the AO determines \$3.50 to be adequate for anticipated expenses. The OCONUS IE of \$3.50 must be stated in the order.

However, the applicable amount, plus the cost of meals - and lodgings furnished without cost to the traveler - may not exceed the applicable maximum per diem rate. Par. C4554-C for per diem when TDY is performed in support of a field training exercise with a military unit.

#### **C4558 PER DIEM FOR TRAVEL BY SHIP**

A. General. For ship travel, the per diem for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the debarkation/embarkation port rates and computed under the 'Lodging-Plus' method in par. C4553. ***There is no per diem paid for the first/last travel day by GOV'T ship when it departs from the port that is the employee's PDS/returns to the port that is the PDS.***

B. GOV'T Ship

1. General. No per diem is payable when TDY aboard a GOV'T ship when QTRS are provided without charge and meals with/without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on

board and ends at 2400 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GOV'T meal rate is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial lodgings ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum lodging amount for the TDY locality concerned.*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. C4554-A1a and C4554-A1b, as applicable. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).

3. Corps of Engineers Floating Plant. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the Standard CONUS M&IE rate (par. C4550-F3 for the current Standard CONUS per diem rate) is paid. The AO should have stated in the order the circumstances and rate. The actual lodging cost, if any, NTE the Standard CONUS lodging ceiling, is reimbursed.

**C. Commercial Ship**

1. Employee Not Charged for Meals. An employee is not authorized per diem when traveling aboard a commercial ship when meals are furnished without charge, (or are part of the accommodations cost), except on embarkation and debarkation days if otherwise authorized.

2. Employee Charged for Meals. An employee traveling aboard a commercial ship, other than an oceangoing ferry, for 24 or more hours as a passenger who is charged for meals is authorized the meals portion of per diem equal to the furnished meals cost, except on embarkation and debarkation days if otherwise authorized. The AO should set the meals portion of per diem equal to the anticipated expenses and state in the order the circumstances warranting the rate.

**D. POC Travel Involving a Car Ferry**. When an employee on TDY travels partly by POC and partly by car ferry (circuitously/indirectly or otherwise), the employee is authorized per diem. Par. C2193 for transportation allowances.

1. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized (par. C2205-C).

2. 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 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 based on the rate applicable for the employee's location at 2400 on that day (par. C4550-F).

3. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the employee's location at 2400 on the debarkation day (par. C4553).

***NOTE: Par. C2204-B3 for required documentation if a U.S. registered ferry is not available.***

**C4559 RECREATIONAL VEHICLE USE FOR LODGING**

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile

recreational vehicles.

A. Privately Owned

1. Lodging Costs. Par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.
2. M&IE. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem IAW par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When rented recreational vehicle use is authorized/approved as being to the GOV'T's advantage, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or at which conventional lodging facilities are limited or not available. If rented recreational vehicle use is not authorized/approved as advantageous, only expenses listed in pars. C4555-D2 through D9, are lodging costs.

**C4560 LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS**

If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. If paid under DTS, the CTO should be used to make these arrangements unless the CTO does not provide this service. Pars. C4555-D, C4555-E, C4555-G and C4559.

**C4562 PER DIEM FOR A CONSULTANT, AN EXPERT, AND/OR A PRIVATE INDIVIDUAL TRAVELING WORLDWIDE**

A. General. An individual employed intermittently in the GOV'T service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis, and an individual serving without pay or at \$1 a year, do not have a PDS within the meaning of that term. The individual is authorized per diem as prescribed in par. C4562-B through E while traveling on official business for the GOV'T away from home or the regular place of business and while at a place of GOV'T employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Travel Expenses Paid from a Non-federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), DoD 5500.7-R.

C. Consultant and/or Expert Employed on an Intermittent Basis. An individual serving intermittently in the GOV'T, with or without compensation, while in an official travel and duty assignment status as described in par. C7905, is authorized a per diem or AEA IAW pars. C4553 and C4600.

D. Private Individual Serving without Compensation. Most individuals performing invitational travel (APP E), are authorized per diem/AEA (pars. C4553 and C4600).

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

**C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT**

A. Absence due to Illness or Injury. Par. C7370 for per diem authority when an employee becomes incapacitated during travel because of illness or injury.

- B. Detained in Quarantine. An employee is authorized per diem while detained in quarantine on TDY.
- C. Leave and Non-workday
1. General. *An employee is authorized per diem for days leave is taken (other than as provided in Ch 7, Part H) for only part of the workday, but is not authorized per diem when leave is taken for the whole workday.* For purposes of par. C4563-C1, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.
  2. Non-workdays. Non-workdays are legal Federal GOV'T holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.
    - a. Leave before and after Non-workdays. An employee is not authorized per diem for a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.
    - b. Leave between Non-workdays. An employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.
- D. Return to PDS on Non-workday. An employee who voluntarily returns home on a non-workday from TDY is reimbursed for the round-trip travel as provided in par. C4677.
- E. Travel on Non-workday to Location other than PDS. An employee on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or PDS is authorized per diem or AEA for the non-workday NTE the amount payable had the employee remained at the TDY site. There is no authority for transportation cost reimbursement (B-171266, 24 February 1971).
- F. Delay in Returning to PDS. When for personal reasons, including taking leave, an employee does not return immediately to the PDS after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. *An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.* Travel time should be based on regular published carrier schedules and becomes approved when the voucher is properly approved.
- G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

#### C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

- A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.
- B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip that exceed those that the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).
- C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon TDY assignment completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY places (except no per diem while at PDS) and return to the place at which leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).
- D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS,

but otherwise similar to par. C4564-B, an employee upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the TDY location (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after duty completion at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses NTE the per diem and transportation expenses for travel from the place at which the leave of absence was interrupted to the place at which the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, an appropriate statement in the order indicates clearly that an administrative determination was made that the personal expense incurred by the employee in traveling to the leave location made it unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY order (39 Comp. Gen. 611 (1960)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon TDY assignment completion is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the TDY assignment location after TDY completion, per diem and transportation expenses are allowed only to the extent they exceed the constructed per diem and transportation expenses for return direct from the leave location to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Leave Status Termination. An employee on authorized leave away from the PDS who is directed, at leave termination, to proceed to a TDY location and upon TDY assignment completion to return to the PDS, is authorized per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the direct route travel constructed cost from the leave location to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place at which the employee is on leave, the TDY location is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

H. TDY Order Cancellation after Travel Commencement and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY order is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the order is canceled on/after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

***NOTE: If the TDY requirement is known 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 location if the TDY requirement is known before leave is begun.***

#### **C4565 PER DIEM COMPUTATION EXAMPLES**

##### **A. Lodging Tax**

1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include a lodging tax amount.
2. Lodging tax in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense.
3. The maximum amount allowed for lodging in foreign OCONUS locations includes a lodging tax amount.

4. Lodging tax in foreign OCONUS locations is not a reimbursable expense.

B. TDY Mileage Rates. The TDY mileage rates used in the examples below are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes the current MALT.

C. Per Diem Rates. The per diem rates used in the examples below are for illustrative purposes only and may not reflect current rates. Par. C4550-F3 for the current Standard CONUS per diem rate.

D. Examples. The following are per diem computation examples for specific circumstances:

1. Example 1-TDY Travel

<b>Example 1 TDY Travel</b>		
An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodgings were obtained for 9 nights, two of which were spent in GOV'T QTRS with charge, and one night at a friend's house at no cost. The employee paid \$40 for 6 nights of lodging in a hotel, \$4 for 2 nights spent in GOV'T QTRS, but no cost for the night of lodging obtained in a friend's home at the TDY location. Per diem is computed as follows:		
Day 1 (departure day)	\$40 (lodging) + 75% x \$46 (M&IE) =	\$ 74.50
Day 2 to 6	(\$40 (lodging) + \$46 (M&IE))/day x 5 days =	430.00
Day 7 to 8	(\$4 (lodging) + \$46 (M&IE))/day x 2 days =	100.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	46.00
Day 10 (return day)	75% x \$46 (preceding calendar day M&IE rate) =	34.50
<b>Amount due employee</b>		<b>\$685.00</b>
Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum <u>per diem rate</u> for the locality concerned. This example uses the Standard CONUS per diem rate of \$116 (\$70/ \$46). <b>Day 1</b> (departure day) - the applicable per diem rate is the lodging cost (\$40) plus 75% of the M&IE rate (\$46) (\$34.50) for that day; pay \$74.50. <b>Days 2 - 6</b> - the applicable per diem is lodging cost (\$40) plus the M&IE rate (\$46) times the number of days 5; pay \$430. <b>Days 7 - 8</b> - the applicable per diem is the lodging cost (\$4) plus the M&IE rate (\$46) times the number of days 2; pay \$100. <b>Day 9</b> - the applicable per diem is the M&IE rate (\$46) plus the lodging cost (\$0), pay \$46. <b>Day 10</b> (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$46); pay \$34.50. The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.		

2. Example 2-TDY Travel

<b>Example 2 TDY Travel</b>			
DEPART	Residence		1st Day
ARRIVE	Goteborg, Sweden		2nd Day
TDY	Goteborg, Sweden		3rd - 7th day
DEPART	Goteborg, Sweden		8th Day
ARRIVE	Residence		8th Day
GOV'T QTRS were occupied (not on a U.S. INSTALLATION) for 6 nights at Goteborg, Sweden at \$4 per night. The <u>per diem rate</u> for Goteborg, Sweden at the time the employee traveled was \$256 maximum (\$143/ \$113). The employee's authorized per diem is computed as follows:			
1 <sup>st</sup> Day	Travel day with no lodging expense	\$113 x 75% (M&IE for Goteborg) =	\$ 84.75
2 <sup>nd</sup> Day	Arrival day	\$4 (GOV'T QTRS charge) + \$113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) =	117.00
3 <sup>rd</sup> -7 <sup>th</sup> Day	TDY at Goteborg \$23 (incidental rate for Goteborg)	\$4 (GOV'T QTRS charge) + \$23 (3 deductible meals furnished each day without charge (par. C4554-B) = \$27/day x 5 days =	135.00
8 <sup>th</sup> Day	Travel day with no lodging expense	\$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	<u>\$ 84.75</u>
Amount due			\$421.50

3. Example 3-TDY Travel Involving IDL with a 'Lost' Day

<b>Example 3 TDY Travel Involving IDL with a 'Lost' Day</b>			
TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 -8/19 (Wednesday and Thursday) are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
<b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$90 x 75 % =		\$67.50
20-24 Aug (Friday-Tuesday)	\$135 (lodging) + \$90 (M&IE) = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	\$90 x 75 % =		\$67.50
<b>Total</b>			<b>\$1,350.00</b>

4. Example 4-TDY Travel Involving IDL without a 'Lost' Day

<b>Example 4</b>			
<b>TDY Travel Involving IDL without a 'Lost' Day</b>			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.			
When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.			
<b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thurs-Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$72 x 75 % =		\$54
19-24 Aug (Thurs-Tues)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272
25 Aug Wednesday	\$72 x 75 % =		\$54
<b>Total</b>			<b>\$1,380</b>

5. Example 5- AOR Per Diem/TDY Travel Overnight – No Lodging Required

<b>Example 5</b>				
<b>AOR Per Diem/TDY Travel Overnight – No Lodging Required</b>				
An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The employee stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan. The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan. The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The employee departed the stopover point and arrived at the residence on 2 Feb. Per diem is computed as follows:				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	\$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
Reimbursement				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5-30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
<b>Reimbursement for per diem due employee</b>				<b>\$317.75</b>

**C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY**

The following tables are for reference purposes only. Ch 4, Part B for applicable rules. Ch 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem						
TDY Travel of More Than 12 Hours						
Footnotes: Table # 4						
(1) Departure Day from PDS						
	A	B	C	D	E	F
	Arrived at a TDY location (not a U.S. INSTALLATION) on the same day as departed the PDS.	Arrived at a TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS. The traveler occupied GOV'T QTRS.	Arrived at a TDY location (on a U.S. INSTALLATION - GOV'T QTRS available) on same day as departed the PDS. Traveler elected not to occupy available GOV'T QTRS.	Traveled overnight - no lodging required.	Overnight lodging required at a stopover en route to a TDY location.	Arrived at a the TDY location at which per diem at a lesser amount than rate prescribed for the TDY location as authorized under par. C4550-C on same day as departed the PDS.
<b>Per Diem for the Departure Day from the PDS<sup>5/</sup></b>	75% of the TDY locality M&IE rate <sup>1/</sup> , plus the lodging cost NTE the maximum TDY locality lodging ceiling. <sup>2/, 4/</sup>	75% of the TDY locality M&IE rate <sup>1/</sup> , plus the GOV'T QTRS cost <sup>11/</sup> ceiling.	75% of the TDY locality M&IE rate <sup>1/</sup> , plus the lodging cost NTE the TDY locality maximum lodging ceiling. <sup>8/</sup>	75% of the next destination locality M&IE rate (TDY/ stopover point) <sup>1/</sup> for the departure day.	75% of the en route stopover locality M&IE rate, plus the lodging cost NTE the stopover locality maximum lodging ceiling. <sup>2/, 4/</sup>	75% of the TDY locality M&IE rate, plus the lodging cost NTE that location's maximum lodging ceiling rate. A reduced per diem rate does not apply on the travel day to that location.

(2) Whole Days of Travel in CONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS.	Each whole day at a CONUS TDY locality (not a U.S. INSTALLATION).	Each whole day at a CONUS TDY locality (a U.S. INSTALLATION) when traveler occupies GOV'T QTRS.	Each whole day at a CONUS TDY locality (a U.S. INSTALLATION) when the traveler elects not to occupy available GOV'T QTRS.	Each whole day at a CONUS location at which the employee is authorized a reduced per diem rate.
<b>Per Diem for Whole Days of Travel</b> <sup>5/</sup>	M&IE applicable to CONUS TDY locality (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/6/</sup> .	M&IE plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at the TDY locality rate, or PMR plus \$5 if the AO specifies the PMR for deductible meals <sup>6/</sup> . Par. C4554-A for M&IE rate determination.	M&IE applicable to the CONUS TDY locality, plus the lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/</sup> . If one or two deductible meals are provided, M&IE is PMR plus \$5 <sup>2/6/</sup> . Par. C4554-B.	M&IE, plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5, or, (3) PMR <sup>6/9/10/</sup> plus \$5. There is no per diem for field duty (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	M&IE, plus the occupied lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5, (3) PMR <sup>6/9/10/</sup> plus \$5. There is no per diem when field duty is involved (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. <sup>2/5/7/</sup>

(3) Whole Days of Travel – OCONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at OCONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (not a U.S. INSTALLATION).	Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION). Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.	Each whole day at an OCONUS location at which the employee is authorized a reduced per diem rate.
<b>Per Diem for Whole Travel Days<sup>5/</sup></b>	The OCONUS TDY locality M&IE <sup>3/</sup> (unless the AO specifies the PMR based on deductible meals), plus the lodging <sup>4/</sup> cost NTE the TDY locality maximum lodging ceiling.	M&IE plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at the meal rate prescribed for the TDY locality plus locality IE, or PMR plus locality IE if one or two deductible meals are provided <sup>16/</sup> . Par. C4554-A for M&IE rate determination.	The OCONUS TDY locality M&IE <sup>3/</sup> , plus lodging <sup>4/</sup> cost NTE the TDY locality maximum lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE or \$3.50 IE <sup>3/</sup> if one or two deductible meals are provided <sup>6/</sup> . <sup>2/6/</sup> ). Par. C4554-B.	M&IE plus GOV'T QTRS cost <sup>11/</sup> . M&IE may be at (1) TDY locality meal rate, (2) Standard GMR <sup>8/</sup> , (3) PMR <sup>6/9/10/</sup> . Add the locality IE or \$3.50 IE <sup>3/</sup> . There is no per diem for field duty (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	M&IE plus occupied lodging cost NTE the TDY locality maximum lodging ceiling. <sup>47/</sup> M&IE may be at (1) The TDY locality meal rate, (2) Standard GMR <sup>8/</sup> , (3) PMR <sup>6/9/10/</sup> . Add the locality IE or \$3.50 IE <sup>3/</sup> There is no per diem for field duty (pars. C4554-C and C4900). Par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. <sup>4/5/7/</sup>

(4) Day(s) of Return to PDS					
	A	B	C	D	E
	Arrived at the PDS on the same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On the departure day from the TDY location, overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location at which reduced per diem was authorized.
<b>Per Diem for the Return Day to the PDS<sup>5/</sup></b>	75% of the last TDY locality M&IE rate. <sup>1/</sup>	For departure day from the TDY location, the last TDO locality M&IE. Arrival day at the PDS is 75% of the last TDY locality M&IE rate. <sup>1/</sup>	For departure day from the TDY location, M&IE, plus lodging <sup>2/</sup> , <sup>5/</sup> cost NTE the stopover locality maximum lodging ceiling. For the PDS arrival day, 75% of the stopover locality M&IE rate. <sup>1/</sup>	The lodging cost NTE the locality maximum lodging ceiling for the location at which lodging was obtained if authorized/ approved by the AO, plus 75% of that same locality M&IE rate. Par. C4553-D2c(4).	75% of the TDY locality M&IE rate. The reduced rate does not apply on the return day to the PDS.

**Footnotes**

- 1/ A reduced per diem rate IAW par. C4550-C and the \$3.50 IE rate do not apply on departure day from, or return day to the PDS, or any day the employee is traveling. The PMR for deductible meals can apply on an interim travel day.
- 2/ Lodging tax is separately reimbursable expense in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for tax.
- 3/ The TDY locality IE rate. OCONUS, the AO can determine that an IE of \$3.50, in lieu of the prescribed TDY locality IE, is adequate for the anticipated incidental expenses. Regardless of at what location the traveler is lodged, the \$3.50 IE rate may be authorized and must be stated in the order for travel beginning on or after 1 July 2009.
- 4/ Lodging tax *is not* a separately reimbursable expense in a foreign OCONUS area because an amount is included in the applicable foreign maximum lodging amount for tax.
- 5/ Cost of laundry/dry-cleaning/pressing of clothing when travel *within CONUS* is reimbursable under the conditions in par. C4553-C2. The laundry/dry-cleaning/pressing of clothing cost *is not* separately reimbursable when travel is *OCONUS* because an amount is provided in the OCONUS per diem IE for laundry.
- 6/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.
- 7/ When a reduced per diem rate is authorized in the traveler's order IAW par. C4550-C, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.
- 8/ The GMR applies if the AO specifies the GMR based on available GOV'T dining facility/mess during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).
- 9/ The PMR applies if the AO specifies PMR based 1-2 GOV'T meals available during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).
- 10/ The PMR applies if the AO specifies the PMR for deductible meals (par. C4554-B).
- 11/ Reimbursement for GOV'T QTRS cost may not exceed the maximum locality lodging rate.

**C4567 PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION**

A. Purpose. Per diem is provided to assist an employee in meeting the excess costs involved in temporarily maintaining dependents at a safe haven.

B. 'Lodgings-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent. An evacuated employee and/or dependent is/are authorized a safe haven allowance computed using the 'Lodgings-Plus' per diem computation method for each day in an evacuation status. ***Actual expense allowances described in Ch 4, Part C, do not apply to an evacuation.*** The 'Lodgings-Plus' per diem computation method consists of a lodging ceiling and an M&IE allowance. For an explanation of the items of expense the per diem is intended to cover, PER DIEM (APP A definition) and Ch 4, Part B. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Because an evacuated employee and/or dependent may stay with a friend/relative while at a safe haven, the rule in par. C4555-B3 applies. ***That is, if an evacuated employee or dependent stays with a friend/relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend/relative.*** This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodgings) from a friend/relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. Example in par. C4567-C. GOV'T dining facility/mess or open mess availability/use has no effect on per diem for an employee/dependent(s) even though such facilities may be or are used without charge to the employee/dependent. Per diem payable under par. C4567 may be paid in advance IAW Ch 6, Part D, §550-403 (d).

C. Per Diem Computations. The following example illustrates the method used for computing per diem incident to evacuation:

<b>Example</b>			
The <u>per diem rates</u> used in the following example are for illustrative purposes only and do not necessarily reflect current rates. Lodging tax paid while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to per diem. Lodging tax paid while at a safe haven or traveling in a foreign OCONUS area is not a reimbursable expense. Tax is part of the lodging cost. The cost of a value added tax (VAT) relief certificate is a reimbursable expense (APP G) if the certificate is used to avoid paying the lodging tax. CONUS per diem rates do not include laundry/dry-cleaning/pressing of clothing. OCONUS per diem rates include laundry/dry-cleaning/pressing of clothing.			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60/day for lodging tax (8%). The maximum per diem applicable at that location was \$116 (\$70/\$46).			
(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)):			
The employee and each dependent age 12 or older is authorized per diem NTE the full rate (\$116) (\$70/\$46). Each dependent under age 12 is authorized per diem NTE 50% of the rate.			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee:	\$46	\$70	\$116
Employee's spouse	\$46	\$70	\$116
Child (age 12 or older)	\$46	\$70	\$116
Child (under age 12)	\$23 (\$46 x 50%)	\$35 (\$70 x 50%)	\$ 58
Max daily amt that may be paid for costs incurred by employee & 3 dependents	\$161	\$245	\$406
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$161 for M&IE and NTE \$245 for lodging), as follows:			
M&IE:	\$161 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$245) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$256 (Daily amount that is payable to the employee and dependents (within the maximum \$406 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	\$7.60/day		
Total:	\$263.60 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		
(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable <u>per diem rate</u> , unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31 <sup>st</sup> through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee	<b>\$27.60</b> (\$46 x 60%)	<b>\$42</b> (\$70 x 60%)	<b>\$69.60</b>
Employee's spouse	<b>\$27.60</b> (\$46 x 60%)	<b>\$42</b> (\$70 x 60%)	<b>\$69.60</b>
Child (age 12 or older)	<b>\$27.60</b> (\$46 x 60%)	<b>\$42</b> (\$70 x 60%)	<b>\$69.60</b>
Child (under age 12)	<b>\$13.80</b> (\$46 x 30%)	<b>\$21</b> (\$70 x 30%)	<b>\$34.80</b>
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	<b>\$96.60</b>	<b>\$147</b>	<b>\$243.60</b>
(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$95.60 for M&IE and NTE \$147 for lodging), as follows:			
M&IE:	\$95.60 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$190.60 (Daily amount payable to the employee and dependents within the maximum \$242.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).		
Lodging Tax:	\$7.60/day		
Total:	\$198.20 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

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## CHAPTER 5

### PERMANENT DUTY TRAVEL

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## PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

### SECTION 5: DEPENDENT MEDICAL TRAVEL

**NOTE:** See Chapter 7, Part M for Emergency Visitation Travel (EVT).

#### C5134 DEPENDENT MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS

**NOTE:** Par. C5134 is not applicable to the dependents of an employee stationed in a non-foreign OCONUS area (e.g., Alaska, Hawai'i, Guam, Puerto Rico).

##### A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see definition in APP A) are not able to accommodate a dependent's needs, transportation to another location may be authorized for appropriate medical/dental care.
2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.
3. Required medical treatment that cannot be postponed until the dependent's next scheduled travel should be authorized as medical travel. See par. C5134-C.
4. When authorized, an eligible dependent whose employee sponsor is assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the dependent obtaining required health care (whether or not the care itself is at GOV'T expense) under the conditions and limitations in Ch 5, Part C.

B. Eligibility. An eligible individual is a dependent, an attendant, and/or an accompanying family member who meets the following criteria.

1. Dependent. The dependent:
  - a. Must reside with the employee at the foreign OCONUS PDS or be performing foreign OCONUS PCS travel.
  - b. Who boards at a foreign OCONUS school and otherwise resides with the employee at the foreign OCONUS PDS qualifies.
  - c. Infant born during the mothers' health care travel qualifies.
2. Attendant/Escort. See par. C5146.
3. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the dependent if the AO determines that
  - a. The family member is incapable of self-care at the PDS, and
  - b. No suitable care arrangements can be made at the PDS, and
  - c. The travel is in the GOV'T's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by a dependent whose employee sponsor is stationed at a foreign OCONUS PDS at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician,

D. Authorized Health Care

1. Medical Care. Qualified medical care is treatment that:

- a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and
- b. Which, if delayed, could result in the condition becoming worse, and
- c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

- a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
- b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.
- c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.
- d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical care: Elective treatment, routine medical examinations, and routine immunizations.
2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and
2. Based on the advice of an appropriate professional certifying physician.

**C5136 MEDICAL TRAVEL ADMINISTRATION**

A. Applicable Regulations

1. Dependent. A dependent performing medical travel in any capacity is governed by the JTR.
2. Uniformed Service Member. Travel and transportation allowances for a uniformed service member are governed by the JFTR when serving as an attendant as part of official duties.
3. Attendant/Escort. See par. C5146.

B. Travel Order. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization's operating funds.

D. Excess Costs Agreement

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree in writing, to pay/reimburse to the GOV'T excess travel and transportation costs incurred by the dependent, attendants, and accompanying family member(s).

2. The GOV'T's cost is based on transportation costs to and from the designated point.

3. See par. C5144 for a sample excess cost agreement.

\*E. Other than Economy/Coach Accommodations. If other than economy/coach class accommodations are used, the requirements in par. C2000-A2 must be met for full reimbursement.

### **C5138 TRANSPORTATION**

A. General

1. Health care transportation must be IAW Ch 2, except as otherwise provided in Ch 5. Part C.

2. AMC resources should be used when the AO:

a. Consults with an appropriate health care provider, and

b. Determines it suitable under the circumstances and reasonably available.

3. For AMC flight scheduling information see <https://business.transcom.mil/gpmrc/>.

4. After consultation with a professional certifying physician, the AO may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible dependent is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement. See par. C5136-D.

2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:

a. CONUS/non-foreign OCONUS area, with transportation at GOV'T expense authorized to the nearest CONUS POE; or

b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement. See par. C5138-B1.

3. Dental Patients. A dependent is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

**C5140 PER DIEM**

A. General

1. TDY per diem is authorized for medical travel for a:
  - a. Dependent and an attendant subject to the limitations in par. C5140, and
  - b. Uniformed member authorized as an attendant, subject to the JFTR.
2. See pars. C4555-B3 or T4040-A1e for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. C5140-C, C5140-D, C5140-E, C5140-F, and C5140-G, the AO may authorize/approve per diem for up to, **but in no case for more than**, 180 consecutive days including:

1. Travel time to and from the designated point/elective destination, and
2. Necessary delays before treatment and while awaiting return transportation, and
3. Necessary outpatient treatment periods.

C. Elective Destinations. If a dependent elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

D. Hospital Stays. Per diem is not authorized/approved for a dependent during a hospitalization period.

E. Dental Care

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. C5140-B2 and C5140-B3 for dental patients may not be authorized/approved for more than:
  - a. 3 days for emergency dental care, and
  - b. 1 day for required dental care.
2. Extraordinary circumstances are limited to those situations that, because of the dental condition's severity, require more time to complete emergency dental care.

F. Obstetric Care. A dependent traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

G. Newborn Infant. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

H. Per Diem Rates. The applicable locality per diem rate applies. If the dependent elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

**C5142 EXCESS ACCOMPANIED BAGGAGE**

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons. See par. C2302.

**C5144 SAMPLE EXCESS COST AGREEMENT**

The following is a sample excess cost agreement required in par. C5136-D.

DOD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Dependent Name: \_\_\_\_\_

has been determined to be: \_\_\_\_\_  
(Designated Point)

**I agree to pay/reimburse to the GOV'T excess travel and transportation costs incurred by my dependent, attendant(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**C5146 ATTENDANTS/ESCORTS**

A. Definition. See APP A, Part I.

B. Determination. A dependent, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the dependent.

C. Appointment. Any person may be appointed as an:

1. Attendant, by Medical Authority, or
2. Escort, by the AO,

to accompany a dependent physically incapable of traveling alone.

D. Travel Allowances

1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JFTR TDY travel and transportation allowances.

2. Civilian Employee as an Attendant/Escort. A U.S. GOV'T civilian employee is authorized travel and transportation allowances IAW the JTR.

3. Other Person as an Attendant. Another person designated to travel as an attendant/escort is:

- a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the dependent; and.
- b. Authorized the same travel and transportation allowances as a civilian employee. See par. C7115.

**E. Attendant Compensation Agreement**

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under Ch 5, Part M.
2. The compensation amount for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered.
3. A professional health care provider attendant ordinarily is unnecessary on AMC medical evacuation flights.

**F. Attendant Per Diem**

1. In addition to per diem for travel periods, an attendant is authorized up to 3 days per diem after arrival at the treatment site to:
  - a. Consult the treating health care providers, and
  - b. Make necessary return travel arrangements.
2. In extraordinary cases, if the attendant's presence is necessary to the adult dependent's treatment regimen, or for a minor dependent when required to resolve medical/legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant, who is the dependent's family member,.

**G. Non-Concurrent Attendant Travel.** Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the dependent's travel.

**C5148 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL**

**A. Eligibility.** DSSR 262.4a (1) and (2) provide limited eligibility for Voluntary SMA when an eligible dependent is undergoing medical treatment away from the foreign OCONUS PDS. The employee can request Voluntary SMA on the eligible dependent's behalf for as short a period as 30 days (without the change of election provisions restriction of DSSR 264.2(2)) for only the following reasons: (1) when adequate medical facilities are not available in the OCONUS PDS area for pre and post natal care; or (2) when the eligible dependent is detained in CONUS or a non-foreign OCONUS area awaiting medical clearance.

**B. Restrictions.** SMA is not paid on behalf of a dependent when the dependent is hospitalized at GOV'T expense, or for the same period for which per diem is paid.

**C. Payment Authority.** SMA payment regulations are in DSSR, section 260, at [http://aoprals.state.gov/content.asp?content\\_id=215&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=215&menu_id=81).

## 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 A -- 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 A).**

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 A -- 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 A) 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 4: HHG STORAGE

### C5190 STORAGE IN TRANSIT (SIT)

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

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

#### B. Time Limitation

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

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

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,
- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

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

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

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

1. HHG may be transported and stored in multiple lots.
2. The maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.
3. If the employee removes items from storage, and the carrier bills the GOV'T for that removal, the employee is financially responsible for any excess cost to the GOV'T.

**C5191 180 DAY SIT LIMIT EXTENSION**

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

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

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

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

1. Email: From the AGENCY/command via email through the CAP representative to [sit-extensions@dtmo.pentagon.mil](mailto:sit-extensions@dtmo.pentagon.mil).

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

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

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

**C5195 NON-TEMPORARY STORAGE (NTS)**

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

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

2. Agreement and Liability Conditions

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

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

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

3. Authority

- a. NTS is allowed when the official designated by the Service/Defense AGENCY determines, on a case-by-case basis, that the location is a designated isolated PDS.
- b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:
  - (1) Available housing at the PDS can accommodate the HHG,
  - (2) Adequate housing is available within daily commuting distance, or
  - (3) It is for the employee's convenience.

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

- a. Conversion of HHG in SIT to NTS,
- b. Conversion of storage at personal expense to NTS at GOV'T expense, and
- c. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at GOV'T expense.

5. Time Limitation ([FTR §302-8.108](#))

- a. NTS at GOV'T expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.
- b. Eligibility for NTS at GOV'T expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.
- c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at GOV'T expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90<sup>th</sup> day after the employee's last day of work at the designated isolated CONUS PDS.
- d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

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

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

6. Storage Place. The transportation officer determines the NTS location.
7. Allowable Costs. APP A NON-TEMPORARY STORAGE (NTS).
8. Documentation
  - a. NTS authority must be in the PCS order.
  - b. The transportation officer prepares a Service Order for Personal Property ([DD Form 1164](#)) under the [DTR 4500.9-R, Vol. IV, Ch 406, par. C](#), (<http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-406.pdf>) showing the HHG weight and date placed in NTS.
  - c. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.
9. Isolated PDS Designation. Justified requests for NTS incident to a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense AGENCY for a decision.

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

1. General

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

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

- a. Employee is not authorized to transport HHG to the PDS,
- b. Employee is unable to use HHG at the PDS,
- c. Storage is authorized in the GOV'Ts best interest, or
- d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation ([FTR §302-8.203](#))

- a. NTS, at GOV'T expense, may be authorized for a period NTE the tour of duty.
- b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.
- c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at GOV'T expense may continue until the beginning of the 2nd month after the month that eligibility ends *unless* the losing OCONUS command extends the period.
- d. The losing OCONUS command may extend the period of NTS at GOV'T expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

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

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

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

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

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

(2) The original warehouse inventory receipt.

b. The gaining OCONUS personnel office must:

(1) Establish an employee NTS HHG file that:

(a) Is separate from official personnel records;

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

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

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

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

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

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

6. Removing HHG from NTS

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

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

- (1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and
- (2) Return transportation is authorized by JTR for the employee.

c. Employee-paid Expenses

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

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

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

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

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

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

1. Storage between School Years

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

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

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

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

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

(4) Storage is in lieu of:

(a) GOV'T QTRS occupancy,

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

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

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

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

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

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

- a. May be authorized/approved by the AO if it is in the GOV'Ts best interest;
- b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;
- c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;
- d. Cannot exceed the applicable weight allowance for which there is authority in JTR;
- e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

- (1) Report for duty at the OCONUS PDS when leave without pay ends, or
- (2) Present satisfactory evidence of course of study completion,

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

D. NTS Converted to SIT

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

\*2. The conversion is at GOV'T expense. ***However, any storage cost accruing for periods in excess of 180 days are the employee's financial responsibility.***

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

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## 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 A 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 order;
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 A), 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 I: PET QUARANTINE

### C5400 GENERAL

This Part clarifies pet quarantine and/or transportation reimbursement for PCS moves.

### C5405 PET QUARANTINE REIMBURSEMENT

A pet quarantine charge (B-206538, 14 September 1982), that is part of a routine pet care expense, is an MEA reimbursable cost IAW pars. C5310-D7 and D8.

### C5410 GENERAL PET INFORMATION

A. GOV'T-funded Pet Transportation Not Authorized. *Pet transportation is not a separately reimbursable expense, but can be claimed under MEA IAW par. C5310-D8.*

B. Pet Quarantine Information. The following websites contain useful information on pet quarantine: [http://www.aphis.usda.gov/import\\_export/animals/animal\\_import/animal\\_imports\\_pets.shtml](http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports_pets.shtml) or <http://www.cdc.gov/ncidod/dq/animal/index.htm>.

C. U.S. Fish and Wildlife (FWS) Service Requirements. A traveler transporting an exotic pet is required by law to have a FWS certification before transporting the pet to/from foreign locations.

1. A traveler who has questions regarding returning to the U.S. with an exotic pet, should contact the FWS prior to transporting the pet(s) at 1-800-358-2104 or (703) 358-2104.

2. The website address for obtaining information on permits through the FWS is located at <http://www.fws.gov/permits/>. A fact sheet for traveling abroad with your bird may be found at <http://www.fws.gov/international/pdf/pe.pdf>. Applications for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is located at <http://forms.fws.gov/3-200-46.pdf>.

\*D. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. *Any cost related to these exclusions is the traveler's financial responsibility. Reimbursement is not authorized.*

\*1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, shipping restrictions, host country restrictions, and/or special handling difficulties ([FTR §302-16-1](#)).

\*2. TQSA or TQSE – lodging expense incurred for the employee's pet (e.g., a second hotel room). Adopted from [GSBCA 15843-RELO, 24 July 2002](#).

\*3. Kennel/boarding fees (e.g., employee pays a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the employee's residence). Adopted from [GSBCA 16104-RELO, 19 June 2003](#).

\*4. Non-transportation and handling pet related expenses (e.g., boarding fees, inoculations, country entry fees, and examination costs which are necessary to bring a pet to the new PDS). Adopted from [GSBCA 16827-RELO, 14 April 2006](#).

**C5415 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT**

When employee and/or dependent transportation includes a pet shipment, see the Note in APP P1, par. A6a.

## PART L: SERVICE AGREEMENTS

### Section 2: Initial Agreements

#### C5564 INITIAL AGREEMENT NEGOTIATION

Initial agreements must be negotiated with a/an:

1. New appointee to a first PDS;
2. Student trainee, when assigned on completion of college work, to a first PDS
3. Employee transferred/reassigned from one OCONUS PDS to another OCONUS PDS;
4. New appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
5. Employee transferred to and within CONUS;
6. Employee transferred to an OCONUS PDS; and
7. Employee recruited OCONUS for assignment to an OCONUS PDS.

#### C5566 OCONUS LOCALLY HIRED EMPLOYEE INITIAL AGREEMENTS

##### A. General

1. An initial agreement is not an entitlement for a locally hired person.
2. An initial agreement is a recruitment incentive for locally hiring a civilian employee with an actual residence in a CONUS/non-foreign OCONUS area, outside the PDS geographical locality, to accept Federal employment in an OCONUS area.
3. An individual must not automatically be granted an initial agreement because the individual meets eligibility requirements.

##### B. Local Commander Negotiation Restrictions

1. Foreign Areas. A foreign area local commander may negotiate an initial agreement with a locally hired employee if the conditions in par. C5566-E are met.
2. Non-foreign OCONUS Areas. A non-foreign OCONUS local commander may negotiate an initial agreement with a locally hired person for recruitment purposes if the conditions in par. C5566-E are met, **but only if the position is one for which qualified local applicants are not readily available**.

##### C. Eligibility Determination

1. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS PDS and/or return transportation to the actual residence must be determined at the time:
  - a. Of appointment, or
  - b. The employee loses eligibility for return travel and transportation allowances.

2. The eligibility decision must be recorded in the initial agreement.
3. See par. C5570-C7 ICW credit for prior service.
4. See par. C5572-C1 ICW when a tour of duty begins.

D. Travel and Transportation Authorization

1. An OCONUS locally hired employee who is granted an initial agreement is authorized the same travel and transportation allowances as a traveler transferred/appointed from CONUS.
2. Pars. C7002-B3 and C5167-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the traveler's actual residence to the OCONUS PDS.
3. See par. C5212-A5 ICW local hire POV transportation prohibitions and exceptions.

E. Initial Service Agreement Requirements. An initial service agreement may be negotiated with an eligible local hire only if the specific requirements noted below are met.

1. Requirements

\*a. The commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from outside the local area to fill the position involved unless an initial agreement is offered to a locally hired candidate; ***NOTE: A locally hired candidate is not eligible for an initial agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

b. At the time of appointment/assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to prove actual residence in a CONUS/non-foreign OCONUS area. The residence must be outside the PDS geographical locality.

2. Eligible Locally Hired Employees

a. Requirements 1 and 2. Requirements 1 **and** 2 must be met for the following eligible locally hired employees:

(1) Former Military Member. A former military member must be:

(a) Separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, and

(b) Appointed to a vacant appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to a CONUS/non-foreign OCONUS area accruing from the prior military service.

(2) Employee Operating in U.S. Support. An employee of another Federal department, agency, or instrumentality, GOV'T contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

(a) Recruited in a CONUS/non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,

(b) Committed to a specific vacant position before separation from prior employment, and

(c) Is appointed not later than 1 month after termination of such employment.

b. Requirement 2. Requirement 2 must be met for the following eligible locally hired employees:

(1) Former Employee. A former employee of the same/another Federal department/agency who:

- (a) Was separated by reduction in force during the previous 6 months,
- (b) Is on a reemployment priority list, and
- (c) Has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(2) Dependent of a Member/Employee. An individual, who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian GOV'T employee serving under an initial agreement providing for return travel, if one of the following circumstances occurs:

- (a) The spouse dies,
- (b) The sponsoring spouse becomes physically or mentally incapable of continued GOV'T employment,
- (c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or
- (d) The spouse permanently departs the post/area.

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**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 A).
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.

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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 A) 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 A.
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 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).

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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 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 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/iglpdf64/151692.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.gsbca.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.gsbca.gsa.gov/relo/r1488907.txt](http://www.gsbca.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>, and GSBCA 16943-RELO at <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**

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:

- 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.

**CHAPTER 7****TRAVEL UNDER SPECIAL CIRCUMSTANCES****Paragraph    Title/Contents****PART A: IPA MOBILITY PROGRAM**

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- C7000**        **TEMPORARY ASSIGNMENT OF AN EMPLOYEE BETWEEN THE FEDERAL GOV'T AND A STATE OR LOCAL GOV'T OR INSTITUTION OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**
- A.    General
  - B.    Authority
  - C.    Allowable Travel and Transportation Reimbursement
  - D.    Time Limitation
  - E.    IPA Mobility Program

**PART B: MISSING PERSONS CASES**

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- C7085**        **GENERAL**
- A.    General
  - B.    Requirements
- C7090**        **CONDITIONS**
- A.    Dependent Defined
  - B.    HHG and Personal Effects Transportation
  - C.    POV Transportation
  - D.    Travel and Transportation Allowed
  - E.    Employee in an Injured Status

- C7095**        **RESPONSIBILITY**

**PART C: CIVILIAN ESCORTS AND ATTENDANTS**

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- C7100**        **ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1036)**
- C7105**        **ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1040)**
- C7110**        **ATTENDANT/ESCORT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**
- C7115**        **ATTENDANT/ESCORT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)**
- A.    DoD Civilian Employee
  - B.    Non-DoD Gov't Employee
  - C.    Another Civilian

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B.    Policy
- C7155        AUTHORIZATION**  
A.    Payment Authority  
B.    Eligibility
- C7160        RESPONSIBILITIES**  
A.    DoD Component Responsibilities  
B.    Interviewee Responsibilities
- C7165        REIMBURSEMENT**  
A.    Allowable Expenses  
B.    Expenses Not Allowed
- C7170        FUND SOURCE**  
A.    Travel Expense Payment  
B.    Sources Not Allowed
- C7175        REIMBURSEMENT CLAIM**  
A.    Fraudulent Claim  
B.    Receipt and Record Maintenance  
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**PART E: TRAVEL AT NO EXPENSE TO THE GOV'T**

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- C7200        GENERAL**  
A.    Policy  
B.    Employee Status  
C.    Travel Documentation

**PART F: REPATRIATION TRANSPORTATION**

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- C7250        FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL**  
A.    Conditions  
B.    Reimbursement Requirement
- C7255        FOR ARMY CIVILIAN MARINE PERSONNEL**  
A.    Coverage  
B.    Classes I and II Repatriates  
C.    Assistance Furnished

**Paragraph    Title/Contents****PART G: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)**

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<b>C7300</b>	<b>GENERAL</b>
<b>C7305</b>	<b>ELIGIBILITY</b>
<b>C7310</b>	<b>POLICY</b>
<b>C7315</b>	<b>DELEGATION OF AUTHORITY</b>
<b>C7320</b>	<b>PROCEDURES FOR EVALUATING RISK TO A THREATENED INDIVIDUAL</b>
<b>C7325</b>	<b>ELIGIBILITY CONDITIONS AND LIMITATIONS</b>
	A. Limits on Duration of Temporary Living Accommodations
	B. Temporary Living Accommodations Location
<b>C7330</b>	<b>SUBSISTENCE PAYMENTS</b>
	A. Expenses Covered
	B. Allowable Lodging Costs
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	E. Itemization and Receipts
<b>C7335</b>	<b>TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED DUTY STATION</b>
<b>C7340</b>	<b>AUTHORIZATIONS AND CLAIMS PAYMENT</b>
<b>C7345</b>	<b>FUNDS ADVANCES</b>

**PART H: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301)**

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<b>C7350</b>	<b>GENERAL</b>
<b>C7355</b>	<b>DoD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION</b>
<b>C7360</b>	<b>EMPLOYEE RESPONSIBILITY AND DOCUMENTATION</b>
<b>C7365</b>	<b>DEFINITIONS</b>
	A. Official Station/PDS
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	F. Serious Illness or Injury of Family Member
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- C7370    EMPLOYEE’S INCAPACITATING ILLNESS OR INJURY**  
 A. Per Diem Continuation at the Interruption Point  
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 C. Travel to an Alternate Location and Return to the TDY Assignment

- C7375    PERSONAL EMERGENCY SITUATION**  
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 B. Travel to an Alternate Destination and Return to the TDY Assignment  
 C. Discount Airfare Use  
 D. Return to the PDS  
 E. Travel to an Alternate Destination

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**PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**

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- C7400    GENERAL**  
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- C7405    DEFINITION OF TERMS**  
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- C7410    TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**

- C7415    OTHER THAN ECONOMY/COACH CLASS CONGRESSIONAL TRAVEL APPROVAL CODES**

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**PART J: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED (FTR §301-13)**

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- C7450    POLICY, APPLICABILITY, AND GENERAL RULES (FTR §301-70.400)**  
 A. Policy  
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- C7455    DEFINITIONS**  
 A. Employee with a Disability  
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 C. Physical/Mental Impairment  
 D. Major Life Activities  
 E. Substantially Limits  
 F. Has a Record of Such an Impairment  
 G. Is Regarded as Having Such an Impairment  
 H. Employee with a Special Need

- C7460    ALLOWABLE EXPENSES**

**Paragraph    Title/Contents**

**C7465        EMPLOYMENT OF PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/  
SPECIAL NEED**

**C7470        TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs**

**PART K: EMPLOYEE MEDICAL TRAVEL**

**C7500        MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE  
IS ASSIGNED TO A FOREIGN OCONUS PDS**

- A. General
- B. Eligibility
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- D. Authorized Health Care
- E. Unauthorized Health Care
- F. Designated Point

**C7505        MEDICAL TRAVEL ADMINISTRATION**

- A. Applicable Regulations
- B. Order
- C. Funding
- D. Excess Costs Agreement
- E. Other than Economy/Coach Class Accommodations

**C7510        TRANSPORTATION**

- A. General
- B. Limitation

**C7515        PER DIEM**

- A. General
- B. Maximum Number of Days
- C. Elective Destinations
- D. Hospital Stays
- E. Dental Care
- F. Obstetric Care
- G. Newborn Infant
- H. Per Diem Rates

**C7520        EXCESS ACCOMPANIED BAGGAGE**

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**C7530        ATTENDANTS/ESCORTS**

- A. Definition
- B. Determination
- C. Appointment
- D. Travel Allowances
- E. Attendant Compensation Agreement
- F. Attendant Per Diem
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  - B. Discretionary Allowance
  - C. Legal Authority
  - D. Allowable Transportation Expenses
  - E. Eligibility
  - F. Travel by Commercial Transportation
  - G. Order
  - H. Refund
  - I. Year
  - J. Charge to Leave
  - K. Scheduling
  - L. Travel to the CONUS or to a Non-foreign OCONUS Area
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- C7600            RELATED INFORMATION**
- A. Allowable Expenses due to an Employee's/Dependent's Death
  - B. Emergency Travel and Transportation of an Employee Due to Illness, Injury, or a Personal Emergency Situation While on TDY
  - C. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS
  - D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS
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  - B. Allowance Discretion
  - C. Restrictions
  - D. Limitations
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- C7606            FUNDING**
- C7608            LIMIT ON NUMBER OF TRAVELERS**
- A. General
  - B. Exceptions
- C7610            DEFINITIONS**
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<b>C7614</b>	<b>TRAVEL LIMITATIONS</b> A. Routing B. Indirect Route C. Transportation Costs D. Reimbursement E. Accommodations F. Special Fares G. Authorized Transportation Mode H. U.S.-certificated Air Carriers
<b>C7616</b>	<b>ORDER</b>
<b>C7618</b>	<b>REFUND</b>
<b>C7620</b>	<b>CHARGE TO LEAVE</b>
<b>C7622</b>	<b>LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993</b> A. Form WH-380 “Certification of Health Care Provider” (Used as a supporting documentation for a request for Family and Medical Leave - attach to an SF 71 – Request for Leave or Approved Absence.) B. Federal Employee Entitlements under the Family and Medical Leave Act of 1993 C. OPM Final Regulations on Family and Medical Leave D. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification
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<b>C7628</b>	<b>EVT FOR MEDICAL REASONS</b> A. Limit on Number of Trips B. Authorization Procedure C. Immediate Family Member Located in a Foreign Area D. Confirming the Need for EVT Travel E. Recording EVT Travel F. Limiting EVT Travel to Already Identified Parents G. Travel in Advance of Authorization
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- A.    General
- B.    Limitation

**C7632        INCAPACITATED PARENT**

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- B.    Allowable Circumstances
- C.    Limit on the Number of Trips
- D.    Both Trips May Be Used for the Needs of One Parent
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- A.    Personal Hardship
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**C7700        FEML TRANSPORTATION**

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- B.    Eligibility
- C.    Authorized Transportation
- D.    Dependent Travel
- E.    Number of FEML Trips
- F.    Time Limitation
- G.    Waiver Authority
- H.    FEML Combined with other Travel
- I.    FEML Locations/Destinations
- J.    Transportation
- K.    Per Diem
- L.    Dual Allowances
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**C7750        R&R LEAVE TRAVEL**

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- B.    General
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- D.    R & R Locations/Destinations
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- F.    Official Duty in Iraq and Afghanistan

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**C7800            GENERAL**

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**PART Q: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**

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**C7900            ALLOWED ACCOMMODATIONS**

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**PART R: TRAVEL OF CONSULTANTS AND EXPERTS**

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**C7905            TRAVEL OF CONSULTANTS AND EXPERTS**  
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**PART S: WITNESS TRAVEL**

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**C7910            WITNESS TRAVEL**  
A. General  
B. Definitions  
C. Reimbursement  
D. Funding

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**PART T: JUROR TRAVEL**

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**C7915            JUROR TRAVEL**

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**PART U: TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**

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**C7920            TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**  
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**PART V: TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD**

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**C7926            PERSON ACCOMPANYING THE TRAVELER**

**C7927            ALLOWABLE EXPENSES**

**C7928            REIMBURSEMENT RESTRICTION**

**C7929            REGISTRATION FEES**

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**PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF****C7400 GENERAL**

A. Application. This Part applies to DoD civilian employee travel while accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g). DoDD 4515.12, DoD Support for Travel of Members and Employees of Congress at <http://www.dtic.mil/whs/directives/corres/pdf/451512p.pdf> for DoD components.

B. Reimbursement. A DoD employee accompanying a Member of Congress or a congressional staff employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. Transportation accommodations costs on the same class of service used by the Member of Congress or congressional staff employee(s) that the employee is accompanying, and
2. Per diem or actual expenses in an amount that does not exceed the rate prescribed for the Member of Congress or congressional staff employee(s) that the employee is accompanying;

provided the employee's travel is in support of congressional travel directed/approved by SECDEF or the Secretary Concerned. Pars. C2204-B3g and C2204-B4j.

**C7405 DEFINITION OF TERMS**

A. Member of Congress. For this Part, "Member of Congress" means a Member of the U.S. Senate or the House of Representatives, a Delegate to the U.S. House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional staff employee" for this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

C. Secretary Concerned. For this Part, "Secretary Concerned" includes SECDEF for a DoD civilian employee working in other than a military department.

**C7410 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**

When travel is authorized under 31 USC §1108(g), transportation service class, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes/approves a specified per diem rate, or an AEA without regard to any established per diem rate.

**\*C7415 CONGRESSIONAL TRAVEL OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES**

\*Approval codes required on documentation for other than economy/coach class Congressional travel are first-class (FC), and business-class (BC). Pars. C2204-B3g and C2204-B4j.

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**PART J: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED (FTR §301-13)****C7450 POLICY, APPLICABILITY, AND GENERAL RULES (FTR §301-70.400)**

A. Policy. IAW the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq., and 5 USC §3102 as amended, these provisions accommodate an employee with a disability/special need by reimbursing necessary additional travel and transportation expenses incurred in the performance of official travel. ***NOTE: An employee with a special need is treated the same as is an employee with a disability.***

B. Applicability (FTR § 302-4.100 and §301-13.1). This Part applies to a/an:

1. Employee with a disability, as defined in par. C7455, incident to TDY or a PCS (59 Comp. Gen. 461 (1980)), and
2. Employee with a disability, as defined in par. C7455, on official travel within the PDS limits (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009).
3. Eligible dependent with a disability traveling ICW a PCS per the Agency's determination.
4. Tuition-free DoDEA dependent student with a disability IAW par. C5123.

C. General Rule. Payment is authorized for additional travel expenses in par. C7460 that are incurred by an employee or eligible dependent with a disability/special need to provide reasonable accommodations in the performance of official travel. Agencies are not authorized to reimburse employees/eligible dependents for lodging unless the employee/eligible dependent is traveling on official business away from the employee's PDS. Under the Rehabilitation Act, the employing agency is not required to provide the accommodation that the employee requests or prefers; the agency has the discretion to choose any accommodation that is effective (par. C7450-B2).

**C7455 DEFINITIONS**

The terms below are defined for this Part.

A. Employee with a Disability. An "employee with a disability" defined in pars. C7455-B and C7455-E otherwise is covered under the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq. Par. C7455-H defines an "employee with a special need".

B. Disability. A "disability" means:

1. Having a physical/mental impairment that substantially limits one or more major life activities;
2. Having a record of such an impairment; or
3. Regarded as having such an impairment but must not be applied to transitory or minor impairments. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

C. Physical/Mental Impairment. "Physical/mental impairment" means:

1. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
2. Any mental/psychological disorder, such as mental retardation, organic brain syndrome, emotional/mental illness, and specific learning disabilities.

**Part J: Additional T&T Expenses Incurred by an Emp w/a Disability/Special Need**

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3. "Physical/mental impairment" also includes such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

D. Major Life Activities. In general, major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

E. Substantially Limits. "Substantially limits" means that the employee is:

1. Unable to perform a major life activity that the average person in the general population can perform; or
2. Significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

F. Has a Record of Such an Impairment. "Has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

G. Is Regarded as Having Such an Impairment. The employee:

1. Has a physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;
2. Has a physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
3. Has none of the impairments defined in par. C7455-C, but is treated by the employing agency as having a substantially limiting impairment.

H. Employee with a Special Need. An "employee with a special need" means having physical characteristics of an employee not necessarily defined under disability. Such physical characteristics could include the traveler's weight/height, or a similar characteristic.

**C7460 ALLOWABLE EXPENSES**

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability/special need when appropriate IAW Agency/Service regulations:

1. Transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. Specialized transportation for the employee to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability/special need;
4. Costs incurred as a direct result of the employee's disability/special need for baggage handling ICW public transportation or at lodging facilities, APP G, Baggage Expenses and Handling Tips;
5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and

\*6. Other than economy/coach class accommodations when necessary to accommodate a traveler with a

**Part J: Additional T&T Expenses Incurred by an Emp w/a Disability/Special Need**

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medical disability/ special need per the Agency's/Service's other than economy/coach class travel policy. Par. C2000-A2c and APP P2, Sec C, FAQ #2 for medical justification of other than economy/coach class accommodation use.

7. Service of an attendant, when necessary, to accommodate the employee's disability/special need. APP E1, par. A2l if the attendant traveler is not an employee or member.

**C7465 EMPLOYMENT OF PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/SPECIAL NEED**

5 USC §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for an employee who is disabled or who has a special need while the employee travels on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such personal assistants are the same as those for employees traveling incident to TDY. Further guidance is available at:

<http://www.opm.gov/hrd/lead/pubs/handbook/lrbsa6.asp> .

**C7470 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs**

Transporting a specially equipped automobile between CONUS PDSs is based on 64 Comp. Gen. 30 (1984)). This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-215616.pdf>. Par. C5248-C concerning transportation by the DoD component concerned or reimbursement for the transportation cost of a specially equipped automobile by a "traveler with a disability/special need" between CONUS PDSs.

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## PART K: EMPLOYEE MEDICAL TRAVEL

**NOTE:** See Ch 7, Part M for Emergency Visitation Travel (EVT).

### C7500 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS

#### A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area, defined in APP A, are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care.
2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.
3. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel IAW par. C7500-C.
4. When authorized, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to/from another location incident to the employee obtaining required health care (whether or not the care itself is at GOV'T expense) under the conditions and limitations in this Part.
5. Ch 7, Part H provides emergency travel and transportation for an employee due to incapacitating illness, injury, or a personal emergency situation while TDY.

B. Eligibility. An eligible individual is an employee, an attendant, and/or an accompanying family member who meets the following criteria. **NOTE:** *A locally hired employee who does not have a service agreement is not eligible for this travel.*

1. Employee. An employee must be permanently assigned to a foreign OCONUS PDS. The employee is eligible while performing foreign OCONUS PCS travel.
2. Attendant/Escort. See par. C7530.
3. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the employee if the AO determines that
  - a. The family member is incapable of self-care at the PDS, and
  - b. No suitable care arrangements can be made at the PDS, and
  - c. The travel is in the GOV'T's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by an employee stationed at a foreign OCONUS PDS at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician.

#### D. Authorized Health Care

1. Medical Care. Qualified medical care is treatment that:
  - a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and which,
  - b. If delayed, could result in a worsening of the condition, and

c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization ([GSBCA 15948-TRAV, 30 April 2003](#)).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.

c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.

d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical Care: Elective treatment, routine medical examinations, and routine immunizations.

2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and

2. Based on the advice of an appropriate professional certifying physician.

## **C7505 MEDICAL TRAVEL ADMINISTRATION**

### **A. Applicable Regulations**

1. Civilian. An employee performing medical travel in any capacity is governed by the JTR.

2. Uniformed Service Member. The JFTR governs a uniformed service member serving as an attendant as part of official duties.

3. Attendant/Escort. See par. C7530.

B. Travel Order. DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization's operating funds.

### **D. Excess Costs Agreement**

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree in writing, to pay/reimburse the GOV'T's excess travel and transportation costs incurred by the employee, attendants, and accompanying family member(s).

2. The GOV'T's cost is based on transportation costs to and from the designated point.

3. Par. C7525 displays a sample excess cost agreement.

\*E. Other than Economy/Coach Class Accommodations. Other than economy/coach class accommodations must be IAW par. C2000-A2 for full reimbursement.

## C7510 TRANSPORTATION

### A. General

1. Health care transportation must be IAW Ch 2, except as otherwise provided in this Part.
2. AMC resources should be used when the AO:
  - a. Consults with an appropriate health care provider, and
  - b. Determines it suitable under the circumstances and reasonably available.
3. For AMC flight scheduling information see <https://business.transcom.mil/gpmrc/>. This website is password-protected.
4. After consultation with a professional certifying physician, the AO may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible employee is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement IAW par. C7505-D.
2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:
  - a. CONUS/non-foreign OCONUS area, with transportation at GOV'T expense authorized to the nearest CONUS POE; or
  - b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement IAW par. C7510-B1.
3. Dental Patients. An employee is authorized health care transportation for required dental care once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

## C7515 PER DIEM

### A. General

1. TDY per diem is authorized for medical travel for a/an:
  - a. Employee and an attendant, subject to the limitations in par. C7515, and
  - b. Uniformed member authorized as an attendant, subject to the JFTR.
2. See par. C4555-B3 for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. C7515-C through C7515-G, the AO may authorize/approve per diem for up to, **but in no case for more than**, 180 consecutive days including:

1. Travel time to/from the designated point/elective destination, and

2. Necessary delays before treatment and while awaiting return transportation, and
3. Necessary outpatient treatment periods.

C. Elective Destinations. If an employee elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

D. Hospital Stays. Per diem is not authorized/approved for an employee during a hospitalization period.

E. Dental Care

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. C7515-B2 and C7515-B3 for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

2. Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, require more time to complete emergency dental care.

F. Obstetric Care. An employee traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

G. Newborn Infant. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

H. Per Diem Rates. The applicable locality per diem rate applies. If the employee elects health care travel to a location other than the designated point, the per diem rate is NTE the rate for the designated point.

#### **C7520 EXCESS ACCOMPANIED BAGGAGE**

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons IAW par. C2302.

**C7525 SAMPLE EXCESS COST AGREEMENT**

The following is a sample excess cost agreement required in par. C7505-D.

DOD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee Name: \_\_\_\_\_

has been determined to be: \_\_\_\_\_  
(Designated Point)

**I agree to pay/reimburse to the GOV'T excess travel and transportation costs incurred by myself, attendant(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**C7530 ATTENDANTS/ESCORTS**

- A. Definition. See APP A.
- B. Determination. An employee, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the employee.
- C. Appointment. Any person may be appointed to accompany an employee physically incapable of traveling alone as an:
  - 1. Attendant, by Medical Authority, or
  - 2. Escort, by the AO.
- D. Travel Allowances
  - 1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JFTR TDY travel and transportation allowances.
  - 2. Civilian Employee as an Attendant/Escort. A U.S. GOV'T civilian employee is authorized travel and transportation allowances IAW the JTR.
  - 3. Other Person as an Attendant. Another person designated to travel as an attendant/escort is:
    - a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the employee; and,
    - b. Authorized the same travel and transportation allowances as a civilian employee IAW par. C7115-C.
- E. Attendant Compensation Agreement
  - 1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under Ch 7,

Part K.

2. The compensation amount for a nonprofessional attendant is NTE the prevailing rate in the locality for the type of services rendered.
3. A professional health care provider attendant ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant Per Diem

1. In addition to per diem for travel periods, an attendant is authorized up to 3 days per diem after arrival at the treatment site to:
  - a. Consult the treating health care providers, and
  - b. Arrange return travel.
2. In extraordinary cases, if the attendant's presence is necessary to the employee's treatment regimen, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant, who is the employee's family member.

G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the employee's travel.

## PART L: FAMILY VISITATION TRAVEL (FVT)

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

### C7550 GENERAL

A. Purpose. The purpose of Family Visitation Travel (FVT) is to enable an eligible employee to travel at GOV'T expense to the CONUS, a non-foreign OCONUS area, or other location to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. *FVT is a discretionary allowance, not an authorized allowance.* FVT expenses are the responsibility of the eligible employee's command. *FVT is not authorized for travel within the foreign area/country of assignment.*

C. Legal Authority. 10 USC §1599b; 22 USC §4081.

#### D. Allowable Transportation Expenses

1. General. A DOD component may pay, or an eligible individual may be reimbursed for:

a. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return; and

b. Airport taxes and transportation between airports. See par. C7550-D2).

2. Limitations. Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and airport is not authorized.

3. Unauthorized Expenses. *Per diem, and excess accompanied or UB charges are not payable or reimbursable.*

E. Eligibility. This Part applies only to employees who are U.S. citizens and assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who have a service agreement that provides for return transportation at GOV'T expense to the employee's actual residence; and

2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Travel by Commercial Transportation. The following rules apply.

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.

2. Indirect routing is permissible only when official duties must be performed en route or when it is to the GOV'T's advantage to purchase a ticket in foreign currency at an intermediate point.

\*3. Accommodations must be in coach (unless other than economy/coach class accommodations are authorized/approved under par. C2204-B) or, when air service is not available, minimum first-class rail or bus service.

4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

5. American-flag carriers must be used except as indicated in par. C2204-C.

6. Reimbursement may not exceed allowable transportation expenses actually incurred.

7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order. The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize FVT transportation. Rules concerning transportation accommodations for TDY travel also apply to FVT. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

H. Refund. An employee must repay GOV'T-paid or reimbursed FVT expenses when FVT is used as a substitute for travel for which FVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

I. Year. A year for FVT purposes starts on the evacuation date of an employee's family, or the return date to the OCONUS PDS from RAT.

J. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

K. Scheduling

1. Activities in foreign countries must schedule FVT so as to ensure the orderly performance of official duties at all times.

2. To the maximum extent possible, FVT must be combined with travel required for official purposes (see par. C7550-L6).

3. Exceptions to the limitations in par. C7550-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS or to a Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS or a non-foreign OCONUS area may be authorized during a 1-year period.

2. For a fractional part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.

3. FVT trips to the CONUS or a non-foreign OCONUS area may be authorized 3 months after family members are evacuated from the foreign PDS, or family members located at a safe haven in a foreign country return to the CONUS or to a non-foreign OCONUS area, provided that total costs for visitation travel during a year's period (as defined in par. C7550-I) do not exceed the cost of two coach class round trips to the family's residence.

4. FVT trips to the CONUS or to a non-foreign OCONUS area are not permitted within the final 3 months prior to scheduled transfer, departure on RAT, or voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS or to a non-foreign OCONUS area.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.

7. An employee's absence from the PDS for each visit to the CONUS or to a non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.

8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS or a non-foreign OCONUS area.

M. Travel to Visit Dependents Located in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents located in a foreign country.

1. More than two visits to family members located in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two coach class round trips to the employee's actual residence. See par. C5556. The cost of the two coach class round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.

2. Visits to family members located in a foreign country may be permitted 4 weeks after family members have been evacuated from the PDS.

3. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to completion of tour, transfer, departure on RAT, or voluntary separation.

4. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

5. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.

6. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.

7. Exceptions for valid reasons to the limitations in par. C7550-M may be made through the Secretarial Process.

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## PART M: EMERGENCY VISITATION TRAVEL (EVT)

### C7600 RELATED INFORMATION

- A. Allowable Expenses due to the Death of an Employee/Dependent. Ch 5, Part R.
- B. Emergency Travel and Transportation of an Employee due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part H.
- C. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part K.
- D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part M.

### C7602 GENERAL

- A. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at GOV'T expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.
- B. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).
- C. Restrictions
  - 1. EVT is not permitted for travel wholly within the foreign area assignment.
  - 2. An employee away from the foreign OCONUS PDS:
    - a. On leave in a CONUS/non-foreign OCONUS location, or
    - b. TDY in a CONUS/non-foreign OCONUS locationis not eligible for EVT.
- D. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.
- E. Authority. EVT is authorized in the following circumstances:
  - 1. Medical. A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death (pars. C7610-C and C7628).;
  - 2. Death. A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (APP A) to the place of interment anywhere in the world (pars. C7610-C and C7630).;
  - 3. Incapacitated Parent. A parent of the employee or the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. C7632).; and

4. Unusual Personal Hardship. An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C7602-E1 through E3 (par. C7634).

#### **C7604 LEGAL AUTHORITY**

10 USC §1599b; 22 USC §4081 and allowances must be similar to EVT allowances in 3 FAM 3740 (<http://www.state.gov/m/a/dir/regs/fam/c22159.htm>) of the State Department regulations.

#### **C7606 FUNDING**

EVT expenses are the responsibility of the employee's command.

#### **C7608 LIMIT ON NUMBER OF TRAVELERS**

A. General. Ordinarily, only one family member is authorized travel at GOV'T expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.

B. Exceptions. Additional family members must travel due to:

1. A critical injury to a dependent child attending school away from the PDS, or
2. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area.

In such cases, the limitations in these regulations apply to each traveler.

#### **C7610 DEFINITIONS**

A. Eligible Employee. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence.

B. Eligible Family Member. Any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and are eligible for EVT:

1. Children who are unmarried and under age 21 years or who, regardless of age, are physically/mentally incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;
- \*2. Parents (including stepparents and legally adoptive parents) of the employee/spouse, when such parents are at least 51 percent dependent on the employee for support (APP A - DEPENDENT/ IMMEDIATE FAMILY);
3. Sisters and brothers (including stepsisters/stepbrothers, or adoptive sisters/brothers) of the employee/ spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21, or regardless of age, are incapable of self-support; and
4. Spouse.

C. Immediate Family Member. For this Part "an immediate family member" means the following relative of the employee:

1. Spouse;

2. Children, including stepchildren, adopted children and those who are or were under legal guardianship and spouses thereof;
3. Parents of the employee/spouse; and
4. Siblings (including stepbrothers and stepsisters) of the employee/employee's spouse for cases of death.

D. Incapacitation. "Incapacitation" is a physical/mental health condition that may impair an individual's ability to continue living independently.

\*E. Parent. A "parent" is the mother/father of the employee/spouse, including stepparents, adoptive parents, or individuals who have stood in place of a parent (APP A -- Dependent/Immediate Family). ***In no circumstance may an individual be deemed to have more than two parents.***

F. AO. The "AO" is the official delegated the authority at the PDS to authorize/approve EVT.

G. Serious Illness/Injury. "Serious illness/injury" is a circumstance in which a medical official determines that death is imminent or likely to occur.

#### **C7612 TRANSPORTATION EXPENSES**

A. Expenses Allowed. Allowable transportation expenses are paid directly to the provider or reimbursed to the eligible individual, for:

1. The transportation cost from the airport serving the employee's PDS (***or applicable originating point***) to the airport serving the destination authorized for EVT and return;
2. Airport taxes; and
3. Air transportation, and ground transportation between interim airports. Example: Between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost.

Par. C7614 contains transportation cost limitations.

B. Expenses Not Allowed

1. Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.
2. Per diem, and excess baggage/unaccompanied baggage charges are not payable or reimbursable.

#### **C7614 TRAVEL LIMITATIONS**

A. Routing. Travel from the employee's PDS (place of temporary abode where the employee/spouse is located because of an official authorization) to the CONUS/non-foreign OCONUS location of the seriously ill, injured, or deceased immediate family member or incapacitated parent must be by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route.

B. Indirect Route. Indirect routing is permissible only when official duties must be performed en route or when it is to the GOV'T's advantage to purchase a ticket in foreign currency at an intermediate point.

C. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non-foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee's/spouse's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's actual residence, unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.

D. Reimbursement. Reimbursement may not exceed allowable transportation expenses actually incurred.

\*E. Accommodations. Accommodations must be in coach (*unless other than economy/coach class accommodations are authorized/ approved for medical reasons by the appropriate official designated in par. C2204-B2*) or, when air service is not available, minimum first-class ship, rail, or bus service.

F. Special Fares. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

G. Authorized Transportation Mode. Air is the only authorized transportation mode (*except when ground transportation is required between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost)*).

H. U.S.-certificated Air Carriers. U.S.-certificated air carriers must be used except as in par. C2204-C.

### **C7616 ORDER**

The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for a dependent traveling without the employee. TDY regulations for transportation accommodations for TDY travel apply to EVT (par. C2204, use of commercial aircraft; par. C2203, arranging official travel).

### **C7618 REFUND**

An employee must repay GOV'T-paid/reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized. Example: Return to the CONUS or non-foreign OCONUS area and resignation.

### **C7620 CHARGE TO LEAVE**

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

### **C7622 LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993**

Following are links to websites with information about leave under the Family Medical Leave Act Program.

A. Form WH-380 "Certification of Health Care Provider" (This optional form may be used by an employee to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306).)  
<http://www.dol.gov/regs/compliance/whd/fmla/wh380.pdf>.

B. Federal Employee Entitlements under the Family and Medical Leave Act of 1993 -  
<http://www.opm.gov/comproconf/Postconf00/Leave/herzbrg1.pdf>.

C. OPM Final Regulations on Family and Medical Leave <http://www.opm.gov/oca/fmla/index.htm>.

D. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification <http://www.opm.gov/oca/leave/HTML/fmlafac2.asp>.

### **C7624 EFFECT OF EVT ON RAT**

Time spent in a CONUS/non-foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS (Ch 5, Part K -- RAT).

**C7626 EVT FOLLOWED BY FVT**

A. Waiting Time. If an employee is eligible for FVT, there must be a minimum three-month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.

B. Exception to Waiting Time Requirement. An exception to the waiting requirements may be made for valid reasons by the AO at the PDS.

**C7628 EVT FOR MEDICAL REASONS**

A. Limit on Number of Trips. The employee/spouse is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. C7602-E2.

B. Authorization Procedure. An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. C7610-G. The necessary information includes:

1. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse;
2. The telephone number of the attending physician or hospital; and
3. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

C. Immediate Family Member Located in a Foreign Area. If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

D. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. C7610-G, the AO may authorize/approve the EVT request. The AO must not authorize/approve any request that does not meet the requirements in par. C7610-G. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

E. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel record.

F. Limiting EVT Travel to Already Identified Parents. EVT is not authorized when the employee/spouse has already identified two individuals as parents for EVT and subsequent requests for EVT elects a third parental individual to visit.

G. Travel in Advance of Authorization

1. Employee/Spouse Elects to Travel before Authorization. The employee/spouse may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods. As a:

- a. Personal expense of the employee subject to reimbursement in the event of subsequent authorization; or
- b. GOV'T expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.



2. Subsequent EVT round trip travel for the interment of that sibling.

B. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. C7631-A1 is limited to par. C7612-A requirements, and must conform to par. C7614. Par. C7612-B lists unauthorized EVT expenses.

**C7632 INCAPACITATED PARENT**

A. Travel Purpose. Travel must be to:

1. Arrange medical care,
2. Home care services, or
3. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

B. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:

1. Eyesight of a parent/stepparent (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;
2. A parent/stepparent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;
3. A parent/stepparent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility;
4. Similar circumstances.

C. Limit on the Number of Trips. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two round trips for an employee's spouse over the lifetime of the employee's eligible spouse.

D. Both Trips May Be Used for the Needs of One Parent. The employee/spouse may choose to use both EVT trips in this category ICW the needs of one parent.

E. Authorization Procedure

1. The employee:
  - a. Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse during their lifetimes under the authority in pars. C7602-E3 and C7632 (Incapacitated Parent).
  - b. Should provide as much detail as available at the time of the request for travel at GOV'T expense that demonstrates that the request is consistent with the requirements in par. C7602-E3.
  - c. May supplement the statement with additional detail as more information becomes available. A sample certification follows below.
2. At a minimum the certification must include:



situations involving unusual personal hardship other than those provided for in pars. C7628 (Medical Reasons), C7630 (Immediate Family Member's Death), and C7632 (Incapacitated Parent). Requests for authorization/approval of GOV'T-funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

B. Travel In Advance of Authorization. GOV'T-funded travel without prior authorization is permitted, but the employee/spouse must provide a certification detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request not more than 30 calendar days after travel completion. The par. C7628-G procedure, regarding travel in advance of authorization, also applies ICW EVT travel under par. C7634 for Unusual Personal Hardship. The traveler is responsible for all expenditures not authorized/approved.

C7636 EVT TABLE

<b>EMERGENCY VISITATION TRAVEL</b>					
<b>Travel Authorized</b>	<b>Who May Travel</b>	<b>Visitation Objective</b>	<b>Authorization</b>	<b>Action Required By Employee</b>	<b>Limitation Of EVT Visit</b>
<b>Medical</b> (Serious Illness or injury) See pars. C7602-E1 & C7628	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Ch 7, Part M	Provide required medical contact information. Submission of repayment acknowledgement, if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
<b>Immediate Family Member Death</b> See pars. C7602-E2 & C7630)	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Ch 7, Part M	Identify deceased family member not more than 30 calendar days after travel completion. Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
<b>Employee/Family Member Death</b> Employee/family member dies outside CONUS/non-foreign OCONUS area. See pars. C7602-E2 & C7630.	Employee; and Eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	AO must authorize/ approve number of travelers	Request AO approval Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
<b>Incapacitated Parent</b> See pars. C7602-E3 & C7632	Employee or Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Ch 7, Part M	Submission of self-certification acceptable to the AO <sup>1</sup> . Submission of repayment acknowledgement, if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
<b>Unusual Personal Hardship</b> See pars. C7602-E4 & C7634.	Employee or Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DoD component concerned.	Submission of any available documentation related to request. Submission of repayment acknowledgement.	Decided on a case-by-case basis.

**Footnote:**

1 Self-certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. C7602-E3 & C7632 (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

**PART Q: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**

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

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

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

C. Documentation

\*1. Documentation authorizing/approving other than economy/coach class accommodations required in par. C2000-A must be included in/with the order.

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

\*3. If an explanation, receipt/statement, and other than economy/coach class authorization/approval are not furnished, reimbursement is limited to the cost of the POLICY-CONSTRUCTED AIRFARE (APP A).

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

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

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

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

#### ACCOMMODATIONS

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

#### B. Common Carrier

##### \*1. Other Than Economy-/Coach-Class

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

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

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

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

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

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

C. Public. Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests,

excluding an establishment:

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

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

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

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

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

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

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

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

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

## AGENCY

A. Includes:

1. An Executive agency, as defined in 5 USC §105;
2. A Military department;
3. An Office, agency or other establishment in the legislative branch;

4. The Government of the District of Columbia.

B. Does NOT include a/an:

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

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

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

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

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

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

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

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

**ATTENDANT**. An attendant:

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

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

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

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

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

### **CALENDAR DAY**

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

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

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

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

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

**CITY-PAIR AIRFARE.** An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel ([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.

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

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

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

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

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

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

**COMMUTED RATE (*Civilian Employee Only*).** A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See JTR, par. C5160-D4.

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

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

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

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

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

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

**(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T. Also called a Travel Management Center (TMC) under GSA's program.

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

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](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.defense.gov) at the mil.com website <http://www.gov.com/agency/dod/agency.html>)

<b>DOD BRANCH OF SERVICE</b>	<b>DOD FIELD ACTIVITIES</b>	<b>DEFENSE AGENCIES</b>		<b>JOINT SERVICE SCHOOLS</b>
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)	American Forces Information Service	Defense Advanced Research Projects Agency	Defense Security Cooperation Agency	National Defense Intelligence College (NDIC)
	Defense Prisoner of War/Missing Personnel Office	Defense Commissary Agency	Defense Security Service	
Department of the Army	Defense Technology Security Administration	Defense Contract Audit Agency	Defense Threat Reduction Agency	Defense Acquisition University
Department of the Air Force	DOD Counterintelligence Field Activity	Defense Contract Management Agency	Missile Defense Agency	National Defense University
Department of the	DOD Education	Defense Finance and	National Geospatial	

Navy (including the Marine Corps)	Activity	Accounting Service	Intelligence Agency	
DOD Inspector General	DOD Human Resources Activity	Defense Information Systems Agency	National Geospatial Intelligence College	Joint Professional Military Education Colleges
	Office of Economic Adjustments	Defense Intelligence Agency	National Security Agency/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency		Uniformed Services University of the Health Sciences
	Washington Headquarters Services	Defense Logistics Agency	Pentagon Force Protection Agency	

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

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

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

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

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

*by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.;*

8. For transportation authorized in JFTR, par. U5215-B,
  - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
  - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
  - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or
  - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;
10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;
11. For a dependency determination made on or after 1 July 1994, an unmarried person who:
  - a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
    - (1) Has not attained age 21, or
    - (2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or
    - (3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and
  - b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary Concerned; and
  - c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and
  - d. Is not a dependent of a member under any other paragraph.
12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

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

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

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

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

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

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

For dependency determinations, Service PoCs are listed in JFTR, par. U10104-G3.

#### Pertinent GSBCA decisions

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

**DEPENDENT/IMMEDIATE FAMILY (*Civilian Employee Only*)**. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting school year completion by other children. 50 Comp. Gen. 220 (1970); 66 id. 497 (1987));

**NOTE 1:** *An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that*

*term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April 2004).*

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

**NOTE 2:** *Generally, the individuals named in items 3 and 4 are the employee's dependents if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

**NOTE 3:** *ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7090-A for the purpose of transportation eligibility under that Act.*

**NOTE 4:** *With respect to emergency leave travel, JTR, par. C7365-D.*

**NOTE 5:** *Whether an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

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

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

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

*The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1976; B-191316, 27 September 1978.*

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

*Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a*

*spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.*

**Pertinent GSBCA decisions**

*GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>*

*GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>*

*GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>*

*GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>*

*GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>*

**DEPENDENT, ACQUIRED (*Uniformed Member Only*)**. A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.

**DEPENDENT, COMMAND-SPONSORED (*Uniformed Member Only*)**

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

**DEPENDENT-RESTRICTED TOUR (*Uniformed Member Only*)**

1. A tour at any overseas PDS with an established tour that does not permit command-sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.
3. Also describes a tour at a PDS at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. DoDI 1315.18, par. E2.1.13.

**DESIGNATED PLACE**

A. **UNIFORMED MEMBER**

1. Except as used in Ch 6 (Evacuation Allowances):
  - a. A place in a CONUS/non-foreign OCONUS area;
  - b. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
  - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, U5222-D1 or U5222-F3;
  - d. The OCONUS place in the old PDS vicinity at which dependents remain under the JFTR, par. U5222-F3, while a member serves a dependent-restricted/unaccompanied tour;
  - e. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par.

U5900, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.

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

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

B. **CIVILIAN EMPLOYEE**. A place designated by the:

1. Commander concerned,
2. Commander's designated representative, or
3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE (Civilian Employee Only)**. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

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

**DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES (Civilian Employee Only)**

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. **NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.**

## **DUTY STATION**

A. **UNIFORMED MEMBER**. For the purpose of transportation and storage of HHG and mobile homes:

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

4. The home of a member upon:
  - a. Retirement;
  - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. Discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

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

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

1. **Shortest**. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical**. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

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

**EFFECTIVE DATE OF PCS ORDER**

A. **UNIFORMED MEMBER**

1. For a member being separated/retired, the last day of active duty. See below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.
4. The following are examples of computing an authorization's/order's effective date:

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used

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

B. **CIVILIAN EMPLOYEE.** The date an employee is required to commence travel to comply with a PCS travel authorization. In determining the effective date, authorized leave/TDY en route required by the travel authorization is excluded.

**EFFECTIVE DATE OF SEPARATION** (*Civilian Employee Only*). The date an employee is separated from Federal service.

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT** (*Civilian Employee Only*). The date an employee or new appointee reports for duty at a new or first PDS.

**EMERGENCY TRAVEL** (*Civilian Employee Only*). See **TRAVEL, EMERGENCY**.

**EMPLOYEE.** A civilian individual:

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

**ESCORT.** An escort:

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

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

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

**FAMILY.** See **DEPENDENT**.

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

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

1. The individual is 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.** See **ACCOMMODATIONS**

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

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

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

**FOREIGN SERVICE OF THE UNITED STATES** (*Civilian Employee Only*). The Foreign Service as constituted under the Foreign Service Act of 1980.

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

**FUND-APPROVING OFFICIAL** (*Civilian Employee Only*). One who provides the accounting data for authorized/approved travel orders or order amendments.

**FUNDING ACTIVITY** (*Civilian Employee Only*). The command or organization whose funds pay for the travel.

#### **GEOGRAPHICAL LOCALITY**

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of

Hawaii and Alaska, and each U.S. territory or possession, are separate geographical localities.

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

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

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

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

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

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

#### **GOVERNMENT CONVEYANCE**

##### **A. Includes:**

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use.
2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

##### **B. Does not Include:**

1. A GOV'T-owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (JFTR, par. U5320-D and JTR, par. C2203-D). 52 Comp. Gen. 936 (1973).

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

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

**GOVERNMENT QUARTERS**

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

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

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodgings or other QTRS obtained by GOV'T contract;
3. QTRS in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a **U.S. INSTALLATION** owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

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

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

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

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

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.
3. A GTR obligates the GOV'T to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See **TRANSPORTATION REQUEST.**

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

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

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

**GROUP MOVEMENT**

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

**HIGHEST CONUS M&IE RATE.** Effective for travel by car ferry on/after:

1. 1 January 2005: \$51
2. 1 October 2005: \$64

3. 1 October 2009: \$71.

**HOME OF RECORD (HOR) (*Uniformed Member Only*).**

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

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

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

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

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

**HOUSEHOLD GOODS (HHG)**

A. **UNIFORMED MEMBER**

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

2. Weight Additive. See JFTR par. U5310-E for an article involving a weight additive.

3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

b. Spare POV parts, (e.g., car engine/transmission) not to exceed the member's administrative HHG weight allowance and a pickup tailgate when removed;

c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

d. Consumable goods for a member ordered to locations listed in APP F;

- e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
  - f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
  - g. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
  - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and
  - i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.
5. HHG *do not* include:
- a. Personal baggage when carried free on commercial transportation;
  - b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
  - c. Live animals including birds, fish and reptiles;
  - d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
    - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
    - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
  - e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
  - f. HHG for resale, disposal or commercial use;
  - g. Privately owned live ammunition (B-130583, 8 May 1957);
  - h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.
6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
  - b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases

built into walls); and

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

B. **CIVILIAN EMPLOYEE** (FTR, §300-3.1)

1. General. Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.

2. Weight Additive. See JTR, par. C5154-E for an article involving a weight additive.

3. HHG also include:

a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

b. Spare parts for a POV, including automobile engine/transmission (GSSBCA 14680-RELO, 17 September 1998), and a pickup tailgate when removed;

c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

d. Consumable goods for employees with PCS travel authorization to locations listed in APP F;

e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);

f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);

g. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;

h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
  - b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);
  - c. Live animals including birds, fish and reptiles;
  - d. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
  - e. HHG for resale, disposal or commercial use;
  - f. Privately owned live ammunition (B-130583, 8 May 1957); and
  - g. Boats (other than those in A6 above); and
  - h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.
5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:
- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
  - b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
  - c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
    - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
    - (2) No storage is required, and
    - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

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

**HOUSEHOLD GOODS WEIGHT ADDITIVE**

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

**HOUSE-HUNTING TRIP (HHT)** (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

**IMMEDIATE FAMILY** (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY.**

**INTERVIEWEE** (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

**INACTIVE DUTY TRAINING** (*Uniformed Member Only*)

1. Inactive duty that is:
  - a. Duty prescribed for an RC member by the Secretary Concerned, or
  - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

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

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

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

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

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

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

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT)** (*Uniformed Member Only*)

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized (DoDI 1315.18).
6. For USCG, See Service directives.

**KEY BILLET** (*Uniformed Member Only*)

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is
  - a. Joint Chiefs of Staff, USD(P&R), or
  - b. The Secretary Concerned.

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

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

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

**LODGINGS IN KIND** (*Uniformed Member Only*). Lodgings provided by the GOV'T without cost to the member.

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

#### **MEMBER, UNIFORMED SERVICES**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

#### **MILEAGE ALLOWANCE**

##### **A. Local and TDY Travel**

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2500.

##### **B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel**

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

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

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

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

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

#### **MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
  - a. house trailer,
  - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member's/employee's dependents are part of the mobile home.

#### **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605-B and JTR, par. C2505-B for the current rate.

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

**NON-COMMAND SPONSORED DEPENDENT** (*Uniformed Member Only*). Dependents not authorized/approved to reside with a member at an OCONUS location.

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

#### **NON-TEMPORARY STORAGE (NTS)**

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

## OCONUS

- A. Locations outside the continental U.S. (CONUS).
- B. **Civilian Employee Only**. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

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

## OFFICIAL STATION. *PERMANENT DUTY STATION.*

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

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

## ORDER

- A. General. An order:

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

- B. Types of Order

\*1. Blanket Order. A order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and restricted to economy-class travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy/coach class transportation and/or an AEA. ***The Coast Guard allows AEA on a blanket order.***

- a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.
- b. Limited Open. Allows the traveler to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip

cost ceilings, or for specific periods of time within a fiscal year.

c. Repeat. Allows the traveler to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year.

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

- \*a. Other than economy/coach class travel;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel received from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

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

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

**OVERSEAS.** See **OCONUS**.

**PER DIEM ALLOWANCE**

A. General. The per diem allowance (subsistence allowance):

- 1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
- 2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
- 3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

- 1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
- 2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
  - a. Is ***not*** covered in the locality per diem lodging ceiling, but
  - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);
  - b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;
3. Laundry/dry-cleaning, and/or pressing of clothing when travel is to an ***OCONUS location***;
4. Telegrams and telephone calls necessary to reserve lodging;
5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
6. Potable water and ice (28 Comp. Gen. 627 (1949));
7. Tax and service charges on any of the expenses in items 2.;
8. Tax and service charges for meals or any of the expenses listed in item F.; and
9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account.

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
  - a. 4 consecutive nights for a **Uniformed Member**, and up to an average of \$2 per day; or

b. 7 consecutive nights for a **Civilian Employee**.

2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is *not a reimbursable expense* for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

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

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC).**

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

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

**PERMANENT CHANGE OF STATION (PCS)**

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2146 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;

- (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
- (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
- (4) Retirement; and
- (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS).** Also called **OFFICIAL STATION.**

A. **UNIFORMED MEMBER**

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

2. Geographic Limits. The PDS geographic limits are:

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

b. For an invitational traveler

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

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

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

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

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

B. **CIVILIAN EMPLOYEE.** The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

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

*established large reservation subdivision.*

2. For an invitational traveler:

a. The corporate limits of the city or town in which the home or principal place of business is located, or

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

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

**PERMANENT DUTY TRAVEL (PDT)**

A. **UNIFORMED MEMBER.** PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE.** First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

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

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

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

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

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

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

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

reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

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

**PORT OF EMBARKATION (POE)**

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

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

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

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

**UNIFORMED MEMBER:**

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
- \*2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

**\*PREMIUM-CLASS(OTHER THAN ECONOMY/COACH CLASS).** See **ACCOMMODATIONS.**

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

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

**PRIVATELY OWNED CONVEYANCE (POC)**

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

### PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
  - a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
  - b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

### PRIVATIZED HOUSING

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

**PROCEED TIME (Uniformed Member Only)**. A period of time that a member is authorized, by Service regulations, to delay in the execution of a order.

### PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,
2. Sports equipment; and

3. Office furniture,
4. Household furniture,
5. Shop fixtures,
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

C. **MEMBER OR EMPLOYEE**

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993).
2. The following items are PBP&E:
  - a. Reference material;
  - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
  - c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
  - d. Communication equipment used by a member in association with the MARS (DoDD 4650.2);
  - e. Individually owned or specially issued field clothing and equipment;
  - f. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and
  - g. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).
  - h. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

D. **MEMBER'S DEPENDENT SPOUSE**

1. General
  - a. This is *not* applicable to an *employee's* dependent spouse.
  - b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.
2. The following items are PBP&E:
  - a. Reference material,
  - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
  - c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and

d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

**PROPORTIONAL MEAL RATE.** The average of the standard GOV'T meal rate and the meals portion of the applicable M&IE rate, rounded up to the nearest dollar.

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

**RENEWAL AGREEMENT TRAVEL (RAT) (*Civilian Employee Only*)**

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See JTR, Ch 5, Part K, for eligibility and limitations.
3. See **PERMANENT DUTY TRAVEL**.

**REPEAT ORDER (*Uniformed Member Only*).** See **ORDER**.

**RESERVE COMPONENT.** The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

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

**SECRETARIAL PROCESS**

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under JFTR, par. U1010-B.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
  - a. Secretary of a Military Department,
  - b. Director of a Defense Component,
  - c. Director, Administration & Management for:

- (1) Office of the Secretary of Defense,
  - (2) Washington Headquarters Services,
  - (3) Organization of the Joint Chiefs of Staff,
  - (4) Uniformed Services University of the Health Sciences,
  - (5) U.S. Court of Military Appeals, and
- d. Designated representative for any of the above.
2. The Secretarial Process(es) is/are in administrative and/or procedural directives issued under JTR, par. C1002.

### SECRETARY CONCERNED

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

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

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

**SEPARATE DEPARTMENT** (*Civilian Employee Only*). See Different/Separate Departments and Agencies.

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

**SEPARATION TRAVEL** (*Civilian Employee Only*). See **PERMANENT DUTY TRAVEL**.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS** (*Uniformed Member Only*). Cost of maid service and fee for electricity.

**SERVICES**. See **UNIFORMED SERVICES**.

### SHORT DISTANCE MOVE

A. **UNIFORMED MEMBER**

1. A move:

- a. Involving HHG drayage or shipment for a short distance between residences;
- b. To or from a NTS facility in the member's PDS area;
- c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. **CIVILIAN EMPLOYEE.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV.** See **POV, SPARE PARTS.**

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

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

**STANDARD CONUS PER DIEM RATE.** The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>), and
2. All CONUS locations when PDT is involved.

**STANDARD GOVERNMENT MEAL RATE.**

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

**STORAGE IN TRANSIT (SIT)**

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES** (*Civilian Employee Only*). **PER DIEM ALLOWANCE.**

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

**TEACHER** (*Civilian Employee Only*). A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS)** (*Civilian Employee Only*). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

### TEMPORARY DUTY (TDY)

#### A. **UNIFORMED MEMBER**

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

#### B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
  - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

- d. Special Circumstances Travel. See JTR, Ch 7.

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

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

#### **TEMPORARY LODGING FACILITIES**

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.
2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.
3. *Does not* include:
  - a. Facilities used primarily for rest and recuperation purposes, or
  - b. Unaccompanied officer and enlisted QTRS.

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT**.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anathath, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands

14. Wake Island

## TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

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

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

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

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

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

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

## TRANSPORTATION, POV

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by 37 USC §554, or 5 USC §5564.
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

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

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

**TRANSPORTATION, USUAL MODE OF** (*Civilian Employee Only*). A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or

commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in 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 orders.

**TRAVEL AUTHORIZATION/ORDER.** See **ORDER**.

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

**TRAVEL, EMERGENCY (*Civilian Employee Only*).** Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

#### **TRAVEL, INVITATIONAL**

1. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

#### **TRAVEL MANAGEMENT CENTER (TMC).**

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.
2. See **TRAVEL MANAGEMENT SYSTEM (TMS)**.

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

#### **TRAVEL, OFFICIAL**

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
  - a. Within/n the vicinity of a PDS;

- b. To/from the actual residence to, from, or between PDSs; and
  - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
- a. And delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business..
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER.** See **ORDER.**

**TRAVEL REQUEST** (*Civilian Employee Only*). A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL** (*Civilian Employee Only*).

1. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

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

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

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

**UNACCOMPANIED MEMBER** (*Uniformed Member Only*). A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR** (*Uniformed Member Only*)

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A

definition).

3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour (DoDI 1315.18, par. E2.1.50).

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

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

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

**UNUSUALLY ARDUOUS SEA DUTY** (*Uniformed Member Only*). Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

**UPON SEPARATION FROM FEDERAL SERVICE** (*Civilian Employee Only*). All dates following the date an employee is separated from Federal Service.

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

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

#### **U.S. INSTALLATION**

1. A base, post, yard, camp or station:
  - a. Under the local command of a uniformed service,
  - b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
  - c. At which there are U.S. GOV'T operations.
2. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the **INSTALLATION**.

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

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

**YEARS OF SERVICE** (*Uniformed Member Only*). Any service authorized to be credited in computation of basic pay under 37 USC §205.

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

**PART 2: ACRONYMS (JFTR/JTR)**

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

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

<b><u>Acronym</u></b>	<b><u>Meaning</u></b>
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 ( <i>same as CTO</i> )
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> <ol style="list-style-type: none"> <li><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.</li> <li><u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</li> <li><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.</li> </ol>			X	X
<p><b>ATM Use (Uniformed Member)</b></p> <ol style="list-style-type: none"> <li>Reimbursement is authorized for administrative fees for ATM use to obtain money with:                             <ol style="list-style-type: none"> <li>The GTCC, or</li> <li>An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</li> </ol>                             up to the amount authorized/approved by the AO for an ATM travel advance.                         </li> <li>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.</li> <li><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.</li> </ol>	X	X		
<p><b>Baggage, Excess Accompanied (Transportation Cost).</b> Excess accompanied baggage transportation costs may:</p> <ol style="list-style-type: none"> <li>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.</li> <li>Be authorized in advance of any official travel for DoD travelers IAW the Service/Agency regulations.</li> <li>Be authorized/approved for the <i>non-DoD travelers</i>.</li> <li><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.</li> </ol> <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><u>Baggage Transfer.</u> NTE the customary local rates, and necessity for the transfer must be explained.</li> <li><u>Baggage Storage</u> (with explanation).</li> <li><u>Curbside Baggage Check-in Fee</u> <ol style="list-style-type: none"> <li><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>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><b>Uniformed Member</b> <ol style="list-style-type: none"> <li><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><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><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 traveler with a disability/special need (JTR, par. C7460-4),</li> <li>Handling of GOV'T property,</li> <li>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>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
<b>Birth Certificate.</b> The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
<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> ).	X	X	X	X
<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>		X		X
<p><b>Check Cashing.</b></p> <ol style="list-style-type: none"> <li><u>Reimbursable.</u> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.</li> <li><u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized.</li> </ol>	X	X	X	X
<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.	X	X	X	X
<b>Clerical Assistance.</b> Reimbursable when authorized/approved by the AO.		X		X
<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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<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> See 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
<b>Interpreter Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Laundry/Dry-Cleaning Expenses (Civilian Employee Only)</b> 1. <b>Reimbursable for CONUS Travel.</b> Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY or PCS travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel <b>within CONUS</b> requires at least 4 consecutive nights lodging.			X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
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.				
<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> See 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 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> See 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.				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><b><u>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</u></b></p> <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
<p><b><u>Packer Services.</u></b> Reimbursable when authorized/approved by the AO.</p>		X		X
<p><b><u>Paper Tickets.</u></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></p>	X	X	X	X
<p><b><u>Parking Fees at a Terminal.</u></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.</p>		X		X
<p><b><u>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</u></b></p> <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> <li>c. <u>Civilian Employee.</u> Reimbursement authority is for an employee who is: <ul style="list-style-type: none"> <li>(1) A U.S. citizen (<b><u>NOTE: An eligible dependent does not have to be a US citizen.</u></b>)</li> <li>(2) Hired locally or transported to a foreign OCONUS area at GOV’T expense,</li> <li>(3) Serving under a service or renewal agreement, and</li> <li>(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</li> <li>(5) Emergency Technical Support Personnel. Item 5 below.</li> </ul> </li> <li>d. <u>Dependent</u> (Member’s or Employee’s). Reimbursement authority is for a dependent who is:</li> </ul>	X	X	X	X
	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<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. <u>Acquired Dependent (Uniformed Member Only)</u>. 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. <u>Biometric Fees</u>. 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. <u>Dependent Fee</u>. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel</u>. 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. <u>Visa, Green card, and Photograph Fee for OCONUS Travel</u>. These fees are reimbursable ICW official travel.</p> <p>7. <u>Legal Service Fees</u>. 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. <u>Medical Expenses</u>. 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. <u>Passport Fees</u>. An official traveler ordinarily travels on a no-fee passport. The three types of <u>U.S. passports</u> 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 <u>regular fee passport</u>. <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> <p>10. <u>Physical Examination Fees</u>. 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) (<u>GSBCA 15435-RELO, 9 April 2001</u>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Order for Visas and Physical Examinations</u>. 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. <u>Travel Not Required</u>. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<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>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Pet Quarantine.</b> JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X	
<b>Phone Calls (Official)</b> 1. The AO: a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from <a href="#">GSBCA 14554-TRAV, 18 August 1998</a> ). 2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.		X		X
<b>Physical Examination Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>Prepaid Phone Cards/Cell Phones.</b> See Communication Services.				
<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.	X	X	X	X
<b>Privately Owned Conveyance (POC) Use on TDY.</b> In addition to a TDY mileage allowance, the following official business costs are allowable: 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie-down fees.		X		X
<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.				
<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.		X		X
<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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<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> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

**APPENDIX H**

**\*TRAVEL PURPOSE IDENTIFIERS & OTHER THAN ECONOMY/COACH CLASS  
TRANSPORTATION**

<b><u>Part</u></b>	<b><u>Contents</u></b>
<b>1</b>	<b>Travel Purpose Identifiers</b>
<b>2A</b>	<b>Reporting Data Elements and Procedures Format</b>
<b>2B</b>	<b>First-Class Air Accommodations Codes</b>
<b>2C</b>	<b>First-Class Decision Support Tool</b>
<b>3A</b>	<b>Business-Class Air Accommodations Codes</b>
<b>3B</b>	<b>Business-Class Decision Support Tool</b>
<b>4A</b>	<b>*Other than Economy/Coach Class Accommodations for Disability or Other Special Medical Needs Reasons</b>
<b>4B</b>	<b>*Other than Economy/Coach Class Accommodations Determination Format</b>

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**PART 1: TRAVEL PURPOSE IDENTIFIERS**

Travel Purpose Identifier Codes	Purpose
0. NO LONGER USED	
1. Mission (Operational)	<p>Travel to a particular site to perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance). Travel to attend a meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Traveler’s day-to-day operational or managerial activities, as defined by the agency, to include, but not limited to: a/an hearing, site visit, information meeting, inspection, audit, investigation, and examination.</p>
2. Training	<p>Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. ”Training” means the process of providing for, making available to, and placing or enrolling the member/employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency’s mission and performance goals. “Conference” may also apply to training activities that are considered to be conferences, when: (a) the announced purpose of the conference is educational or instructional; (b) more than half of the time is scheduled for a planned, organized exchange or information between presenters and audience which meets the definition of training; (c) the content of the conference is germane to improving individual and/or organizational performance, and (d) development benefits will be derived through the member/employee attendance. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference – Other than Training). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.</p>
3. NO LONGER USED	
4. Conference -- Other than Training	<p>Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.</p>

5. Relocation	Travel performed in connection with a transfer from one PDS to another (same as a PCS move) for member/employee/dependent, as applicable. This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station. Examples: PCS moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
6. NO LONGER USED	
7. Special Agency Mission Travel	Travel to carry out a special agency mission (e.g., non-combat military units) and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details; security missions (to a person or shipment such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees; and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
8. Emergency Travel	Travel related to an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly that requires immediate action/attention. To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the traveler would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member, or catastrophic occurrence or impending disaster that directly affects the traveler's home. Emergency travel also includes travel for medical care while traveler is TDY away from the PDS, death of a traveler/immediate family member when performing TDY, medical attendant transportation, assistance travel for a traveler with special needs, as well as travel for threatened law enforcement/investigative travelers. In the case of a uniformed member, the provisions of JFTR, par. U7205 or U7206, and for civilian employees Ch 7, Part M, which are far more extensive, would apply.
9. NO LONGER USED	

**SECTION 2A: REPORTING DATA ELEMENTS AND PROCEDURES FORMAT**

**\*Other than Economy/Coach Class Travel Reporting Data Elements and Procedures**

1. **Traveler's Name** (Last/First/MI; e.g., Smith, John. Q.): \_\_\_\_\_  
and **Sponsor's Name** (if applicable) \_\_\_\_\_
2. **Traveler's Rank/Grade** (e.g., O-7, E-6, GS-14, Civ): \_\_\_\_\_  
and **Sponsor's Rank/Grade** (if applicable) \_\_\_\_\_
3. **Last 4 SSN** (Last 4 digits of traveler's Social Security Number) \_\_\_\_\_  
and **Sponsor's Last 4 SSN** (if applicable) \_\_\_\_\_
4. **Service/Agency** of traveler (e.g., U.S. Army, DIA): \_\_\_\_\_
5. **Organization** of traveler (e.g., 434 ARW/FMF): \_\_\_\_\_
6. **Work Phone** (Comm and DSN (both with area codes): \_\_\_\_\_
7. **Email Address:** \_\_\_\_\_
8. **Mode** (Airplane, Ship or Train)

- 0 = Air
- 1 = Ship
- 2 = Train

\*9. **Travel Purpose** (See APP H, Part 1.) **NOTE:** These codes are a means to categorize a particular trip; they do not in any way convey authority to use other than economy/coach class accommodations.

- 0 = NO LONGER USED
- 1 = Mission (Operational)
- 2 = Training
- 3 = NO LONGER USED
- 4 = Conference – Other than Training
- 5 = Relocation
- 6 = NO LONGER USED
- 7 = Special Agency Mission Travel
- 8 = Emergency Travel
- 9 = NO LONGER USED

\*10. **Origin** Location at which other than economy/coach class accommodations segment starts (e.g., Washington, D.C.) \_\_\_\_\_  
(Other) Origin: \_\_\_\_\_

\*11. **Destination** (Location at which other than economy/coach class accommodations ends (e.g., London, U.K.)) \_\_\_\_\_  
(Other) Origin: \_\_\_\_\_

**NOTE:** For multiple stops on a single trip:

*\*a) If the entire roundtrip is by other than economy/coach class, list the origin and each destination on one line (e.g., Washington to Tokyo to Honolulu to Washington all performed in other than economy/coach class. List Washington under Origin and list "Tokyo/Honolulu/Washington" under Destination column. Only the date travel is to begin from Washington is listed.)*

*\*b) If some legs are other than economy/coach class and others are not, then report each leg involving other than economy/coach class on a separate line with the appropriate origin/destination for that leg and the date travel is to begin for that leg (e.g., Washington to Paris to Guam to Tokyo to Honolulu to Washington. Only Washington to Paris and Tokyo to Honolulu are other than economy/coach class; the other legs are coach-class. List the Washington to Paris information on one line and the Tokyo to Honolulu information on another line with departure dates and cost for each other than economy/coach class trip leg listed separately.*

12. **Date Travel to Begin** (YYYYMMDD; e.g., 20080313 for 13 Mar 08): \_\_\_\_\_

\*13. **Fare Paid** for other than economy/coach class accommodations (nearest dollar):

\$ \_\_\_\_\_

14. **Coach Fare** amount leg would cost if coach class used (nearest dollar): \$ \_\_\_\_\_

15. **Ticket Issuing Location** (Name and Location of (Contracted) Commercial Travel Office CTO):  
\_\_\_\_\_

16. **Approval reason code** and **JTR/JFTR par.** justification reference:

Approval Code: (e.g., B2) \_\_\_\_\_ Par. Reference: (e.g., JTR, par. C2204-B3b) \_\_\_\_\_

**(First-class see Part II, Section B; Business-class see Part III, Section A of APP H)**

\*17. **Approval Authority** of other than economy/coach class accommodations (i.e., title) \_\_\_\_\_

**SECTION 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES**

*(See JTR, par. C2204-B3; JFTR, par. U3125-B3)*

<b>APPROVAL CODE/REFERENCE/REASON</b>		
<b>APPROVAL CODE</b>	<b>JTR &amp; JFTR PARAGRAPH REFERENCE</b>	<b>REASON FOR TRAVEL</b>
F1	JTR, par. C2204-B3a or JFTR, par. U3125-B3a	Lower Class Not Available in Time
F2	JTR, par. C2204-B3b or JFTR, par. U3125-B3b	Medical
F3	JTR, par. C2204-B3c or JFTR, par. U3125-B3c	Security
F4	JTR, par. C2204-B3d or JFTR, par. U3125-B3d	Mission
F5	JTR, par. C2204-B3e or JFTR, par. U3125-B3e	Only first class provided
F6	JTR, par. C2204-B3f or JFTR, par. U3125-B3f	Non-Federal source
FC	JTR, par. C2204-B3g or JFTR, par. U3125-B3g	Congressional Travel

*One of the first 5 reasons (F1 through F5) must also apply.*

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## SECTION 2C: FIRST-CLASS DECISION SUPPORT TOOL

*\*Effective 1 March 2004, authorization/approval authority for other than economy/coach class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult service/agency regulations or directives for the current first-class AO.*

First-class accommodations requests.

Is the request for first-class accommodations because lower-class accommodations are not reasonably available (F1)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Are accommodations, other than first-class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

**Yes** - Would traveler arrive later than the **required** reporting time at the duty site?

**Yes** - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

**Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.**

**No** - First-class accommodations **may** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

**No** - Would the traveler be **required** to depart earlier than the traveler is scheduled to complete duty?

**Yes** - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

**Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.**

**No** - First-class **may** be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

Is the request for first-class accommodations because of medical reasons (F2)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first-class accommodations?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or a business-class seat or shorter flights) meet the traveler's requirements?

**Yes - First-class accommodations must not be authorized/approved.**

**No** - First-class accommodations **may** be authorized/approved.

Is the request for first-class accommodations due to exceptional security circumstances (F3)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Would use of other than first-class accommodations entail danger to the traveler's life or Government property?

**Yes** - First-class accommodations *may* be authorized/approved.

**No** - Are travelers agents of protective details accompanying individuals authorized to use first-class accommodations?

**Yes** - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - First-class accommodations *may* be authorized/approved.

**No** - Are travelers, couriers or control officers accompanying controlled pouches or packages?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Can adequate security of the pouch or package be maintained in coach-or business-class?

**Yes - First-class accommodations must not be authorized/approved.**

**No** - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations mission required (F4)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Is the traveler a high-level invited guest?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - First-class accommodations *may* be authorized/approved. **For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.**

Is the request for first-class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations (F5)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Has the transportation officer/agent documented that there are no other scheduled coach or business-class flights/seats?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations because a non-Federal source is paying (F6)?

**No** - *First-class accommodations must not be authorized/approved.*

**Yes** - Does the non-Federal source want the traveler to use first-class accommodations and has the traveler met at least one of the other first-class accommodations criteria (F1 through F5)?

**No** - *First-class accommodations must not be authorized/approved.*

**Yes** - Have the transportation services been paid in advance by a non-federal source?

**No** - *First-class accommodations must not be authorized/approved.*

**Yes** - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations for a member/employee traveling in support of congressional travel?  
(FC)

**No** - *First-class accommodations must not be authorized/approved.*

**\*Yes** - An approval authority must sign a separate and distinct authorization form for issuance of an other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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**PART 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES**

(See JTR, par. C2204-B4; JFTR, par. U3125-B4)

<b>APPROVAL CODE/REFERENCE/REASON</b>			
<b>Approval code</b>	<b>Paragraph reference</b>	<b>Reason for travel</b>	<b><u>NOTE</u></b>
B1	JTR, par. C2204-B4a or JFTR, par. U3125-B4a	Lower Class Not Available in Time	
B2	JTR, par. C2204-B4b or JFTR, par. U3125-B4b	Medical	
B3	JTR, par. C2204-B4c or JFTR, par. U3125-B4c	Security	
B4	JTR, par. C2204-B4d or JFTR, par. U3125-B4d	Mission	
B5	JTR, par. C2204-B4e or JFTR, par. U3125-B4e	Only business class provided	
B6	JTR, par. C2204-B4f or JFTR, par. U3125-B4f	Non-Federal source	1
B7	JTR, par. C2204-B4g or JFTR, par. U3125-B4g	Foreign flag coach not adequate	
B8	JTR, par. C2204-B4h or JFTR, par. U3125-B4h	Overall savings	
B9	JTR, par. C2204-B4i or JFTR, par. U3125-B4i	Over 14 hours	
BC	JTR, par. C2204-B4j or JFTR, par. U3125-B4j	Congressional Travel	
BF	JTR, par. C2204-B4k or JFTR, par U3125-B4k	Required by Foreign Government Regulations, MOU/MOA/SOFA	

**NOTE:**

*If for business-class accommodations, this is a 'stand-alone' reason.*

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### SECTION 3B: BUSINESS-CLASS DECISION SUPPORT TOOL

*\*Effective 1 March 2004, approval authority for other than economy/coach class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult Service/agency regulations or directives for the current business-class AOs.*

Business-class accommodations requests.

Is the request for business-class accommodations because there are no coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B1)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Is the mission so urgent that it cannot be postponed?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

**Yes - Business-class accommodations must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.**

**No** - Business-class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations because of medical reasons (B2)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business-class accommodations?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

**Yes - Business-class accommodations must not authorized/approved.**

**No** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations due to exceptional security circumstances (B3)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Would use of other than business-class accommodations entail danger to the traveler's life or Government property?

**Yes** - Business-class accommodations *may* be authorized/approved.

**No** - Are travelers agents of protective details accompanying individuals authorized to use business-class accommodations?

**Yes** - Are travelers required while traveling to remain in the immediate area of the individuals they are

protecting?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Business-class accommodations *may* be authorized/approved.

**No** - Are travelers, couriers or control officers accompanying controlled pouches or packages?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Can adequate security of the pouch or package be maintained in coach-class?

*Yes - Business-class accommodations must not be authorized/approved.*

**No** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations mission required (B4)?

*No - Business-class accommodations must not be authorized/approved.*

*Effective 18 January 2005*

**Yes** - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is the traveler a high-level invited guest?

*No - Business-class accommodations must not be authorized/approved.*

*Effective 18 January 2005*

**Yes** - First-class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

Is the request for business-class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations (B5)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Has the transportation officer/agent documented that no other scheduled coach-class flights are available?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because a non-Federal source is paying (B6)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the non-Federal source want the traveler to use business-class accommodations?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Have the transportation services been paid in advance by a non-federal source?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B7)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the aircraft have more than two cabins?

*No - Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.*

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because business-class accommodations would result in an overall savings to the Government (B8)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is there an actual cost-comparison showing the overall savings details?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the aircraft have more than two cabins?

*No - Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.*

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because the scheduled flight time is in excess of 14 hours (B9)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes more than 14 hours?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the traveler have to begin work immediately after arrival?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Can a rest period be scheduled en route or at the TDY site before starting work?

*Yes - Business-class accommodations must not be authorized/approved.*

**No** - Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

*Yes - Business-class accommodations for these types travel must not be authorized/approved.*

**No** - Business-class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations for a member/employee traveling in support of congressional travel? (BC)

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - An approval authority must sign a separate and distinct authorization form for issuance of a business-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

**\*SECTION A: OTHER THAN ECONOMY/COACH CLASS ACCOMMODATIONS  
FOR A MEDICAL DISABILITY/SPECIAL NEED REASON**

It is DoD policy (JFTR, par. U2000-A2c/JTR, par. C2000-A2c) that other than economy/coach class travel accommodations, due to a medical disability/special need, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the other than economy/coach class AO in advance of travel. This requirement is in the JTR and JFTR. A certification validating the medical disability/special need is effective for a up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

A traveler who requests other than economy/coach class accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required other than economy/coach class authorization prior to travel. *If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate other than economy/coach class AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for other than economy/coach class transportation either before or after travel may result in the traveler being financially liable for costs over the economy/coach-class airfare.*

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**SECTION 4B: OTHER THAN ECONOMY/COACH CLASS ACCOMMODATIONS  
DETERMINATION FORMAT**

The request for first/business -class accommodations for \_\_\_\_\_

(enter full name of traveler)

is authorized/approved/disapproved.

\_\_\_\_\_  
\*Type Full Name, Rank and Office Symbol of Other  
than economy/coach Class Authorizing/Approving  
Signature

\_\_\_\_\_  
DATE

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## APPENDIX I

### PART 1: DELEGATION OF AUTHORITY

*\*NOTE: Only the officials listed in par. C2204-B may authorize/approve other than economy/coach class air accommodations.*

A. Who May Issue a Travel Order ([FTR §301-71.104](#))

1. General

- a. The Departments of the Army, Navy and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables.
- b. Within a DoD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel order is as delegated by the Component Head.
- c. One AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data.
- d. Specific travel order-issuing conditions are indicated in the following tables.
- e. Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating a travel order.
- f. See Ch 4, Part C for AEA information.

2. Army Delegation of Authority

<b>DEPARTMENT OF THE ARMY</b>			
<b>“X” indicates travel order issuance delegation</b>			
<b>Authorizing and Approving Official</b>	<b>TDY Travel 1/</b>	<b>PDT 5/</b>	<b>Invitational Travel 1/, 6/</b>
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command and a Regional Commander	X 2/, 4/	X	X
Commander or Head of an Installation, Activity, and Field Operating Agency	X 4/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

1/ Issuance is subject to the provisions of AR 1-40, “Official Temporary Duty Travel Outside Continental United States.”

2/ This official may re-delegate authority to a subordinate installation commander or activity and field operating agency for TDY travel order issuance for travel to, from, and between OCONUS areas when AR 1-40 does not require issuance of a travel order by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior authority from the Chief, National Guard Bureau is required prior to a blanket TDY travel order issuance. **NOTE: A blanket travel order is not used in DTS.**

5/ For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill a position. This official may re-delegate authority to issue a PDT travel order. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning an employee to an OCONUS PDS. This official may re-delegate authority to issue a PDT order. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the travel order.

3. Navy Delegation of Authority

<b>DEPARTMENT OF THE NAVY</b>				
<b>“X” indicates travel order issuance delegation</b>				
<b>Authorizing and Approving Official</b>	<b>TDY Travel 5/</b>	<b>PDT 3/</b>		<b>Invitational Travel 1/, 2/</b>
	<b>Trip And Blanket 1/, 2/, 4/</b>	<b>OCONUS Involving Employment Agreements</b>	<b>Other Including First Duty Station Travel Within CONUS</b>	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Director, each Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commander and Vice Commander of Naval Systems Command Headquarters	X	X	X	X
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Director, Naval Training Aids Center	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff		X		
Director of Civilian Personnel and Industrial Relations Officer		X	X	
Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Chapter 16 for duty involving access to classified material.

2/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an order “by direction.” Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official, an official “acting” is authorized to sign the service agreement or travel order as “acting.”

4/ Prior approval of the Echelon I Command is required for any TDY assignment of more than 12 months.

4. Air Force Delegation of Authority

<b>DEPARTMENT OF THE AIR FORCE</b>			
<b>“X” indicates travel order issuance delegation</b>			
<b>Authorizing and Approving Official</b>	<b>TDY Travel 1/9/</b>	<b>PDT</b>	<b>Invitational Travel 9/</b>
Secretary of the Air Force	X 3/	X 6/	X
Chief of Staff, U.S. Air Force	X 4/	X 6/	X
Commander, Major Air Command/FOA/DRU	X 5/	X 6/	X
Commander, Intermediate Echelon	X 2/, 5/	X 6/	X 7/
Commander, Activity, Wing, Group, or Squadron	X 2/, 5/	X 6/	X 7/
Commander, North American Air Defense Command	X	X 6/	X
National Guard Adjutants General of the respective State	X 8/	X 8/	X

1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

2/ Prior authority from the major air command concerned is required for TDY assignments in excess of 179 days. Authority may be re-delegated to lower echelons if desired.

3/ Prior authority from the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel order for an employee of the Office of the Secretary of the Air Force. ***NOTE: A blanket travel order is not used in DTS.***

4/ Prior authority from AF/DALB is required to issue a blanket TDY travel order for a Headquarters, U.S. Air Force civilian employee. ***NOTE: A blanket travel order is not used in DTS.***

5/ Prior authority from the major command concerned is required to issue a blanket TDY travel order. However, authority may be re-delegated to lower echelons if desired. Authority may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. ***NOTE: A blanket travel order is not used in DTS.***

6/ Responsibility for PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

7/ When delegated by the responsible major air command.

8/ Authority for travel order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

9/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such order “by direction.” Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

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## PART II: GENERAL CONDITIONS

### A. Order Writing (FTR §301-71.107)

1. Policy. A travel order must be written or electronic (see par. G) and establish the conditions under which official travel and transportation is authorized at GOV'T expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

2. Purposes (FTR §301-71.100). The purposes of a travel order are to:

- a. Provide the traveler information regarding what expenses may be paid;
- b. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
- c. Provide necessary financial information for budgetary planning; and
- d. Identify the travel purpose.

3. Prohibition. A travel order must not be issued for reporting to the first PDS for duty except as in Ch 4, or for a pre-employment interview/examination except as in Ch 7, Part D.

### 4. Exceptions

a. When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate for fund approval purposes, an AO's authority may be:

- (1) Oral,
- (2) By letter/message, or
- (3) By travel order.

b. A travel order is not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement.

c. If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

### 5. Sea Trial Travel Order

a. Instead of an individual travel order, a travel order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the GOV'T ship.

b. The written travel order must show:

- (1) The per diem authority,
- (2) the per diem rate,
- (3) duty dates,
- (4) accounting data, and
- (5) the names of the employees assigned to the particular sea trial trip.

c. A copy of the travel order must be given to each employee concerned.

B. Confirmatory Travel Order

1. If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority.
2. A confirmatory travel order must:
  - a. Be issued as promptly as possible.
  - b. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and
  - c. Be initiated by the official who directed the travel.

C. Blanket Travel Order. A blanket TDY travel order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order,

1. Is limited to use within a stated geographical area, and
2. Is limited to a time period within a fiscal year, and
3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and

\*4. Can only authorize economy-class travel. *If travel in other than economy/coach class accommodations becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.*

Expense items requiring specific approval under these regulations also require specific approval. **NOTE: A blanket travel order is not used in DTS.**

D. Travel Order Amendment

1. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:
  - a. Recognize an essential aspect of travel not known in advance,
  - b. Change the period or place of TDY assignment,
  - c. Include omitted pertinent information,
  - d. Change allowances for unperformed travel or duty, and/or
  - e. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.
2. Authorization, Approval and Retroactive Modification
  - a. Allowances may be:
    - (1) Authorized only in advance of travel in some instances and/or
    - (2) Approved after travel is completed
  - b. See APP A for definitions of “authorize” and “approve”.

c. Approval after the fact, when permitted, does *NOT* constitute 'retroactive modification' of a travel order to create, change, or deny an allowance.

\*d. Except to correct/complete an order to show the original intent, an order must not be revoked/modified retroactively to create, deny, or change an allowance ([24 Comp. Gen. 439 \(1944\)](#)). (*Ex: It would be improper to amend an order to 'un-authorize' POC travel, after travel had been completed, that the order had clearly permitted POC use.*) A TDY location can be changed to a PDS (par. C5083), but a PDS may not be changed to a TDY station once travel to the PDS is complete (i.e., the employee has reported for duty).

e. See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

### 3. Amendment Effective Date

a. The amendment effective date is the issuance date unless a later date is specified.

b. The amendment may indicate retroactive effect under the conditions in par. D1.

c. An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.

d. An amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

### 4. How to Amend a Travel Order

a. General. A travel order is amended by issuing an appropriate document citing the original travel order by number, and stating the pertinent changes, additions or deletions, and effective date(s).

b. Responsible Official. The AO directing an employee's travel is responsible for amending a travel order. Before issuing a travel order amendment involving additional funds expenditure, authority is required from the official whose funds are affected. Any official with delegated authority to issue a travel order (see APP I, Part 1, par. A) may issue a permitted amendment.

### E. Rescinding a Travel Order

1. An order may:

a. Not be rescinded if an employee has traveled or incurred expenses that must be reimbursed under an issued travel order (GSBCA 15647-RELO, 20 September 2001); and

b. Be rescinded when it applies to unperformed authorized travel.

2. Incurred expenses/services, initiated by the employee based on an anticipated travel order, are not reimbursable. See JTR, par. C1050 and CBCA 1370-RELO, 22 January 2009.

F. Numbering Travel Order. Strict administrative control must be maintained over travel order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

G. Authorization (Authentication) of a Travel Order ([FTR §301-71.3](#)). A travel order is "authorized" or "authenticated" by affixing the AO's seal or signature. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

H. Distribution. The required number of copies of a travel order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. Issuance of Government-procured transportation;
2. Travel advances;
3. HHG transportation and/or storage;
4. Transportation of unaccompanied dependents;
5. Transportation by Military Sealift Command (5 copies);
6. Transportation by Air Mobility Command (3 copies);
7. Immunization, passport, visa, and green cards. See APP G.; and
8. Administrative requirements, including for a record in the employee's personnel folder, for OCONUS PCS travel.

I. Unused Travel Order. An unused travel order must be returned promptly to the AO with an appropriate explanation. That official must have the travel order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

J. Statements Required on Travel Orders. A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel order to expedite processing at rental location).

### PART III: TRAVEL ORDER CONTENT

A. Form of Request. Use the travel order forms prescribed in APP I, Part 4, par. A (TDY) and APP I, Part 4, par. B (PCS).

B. Information Required ([FTR §301-71.103](#))

\*1. General Information. The following information must be included on each travel order. ***NOTE: See par. C2000-A2 if other than economy/coach class accommodations are authorized.***

- a. Employee's name;
- b. AO's signature (digital in DTS);
- c. Travel purpose (see APP H);
- d. Travel conditions or limitations;
- e. Cost (for an open order, include a travel cost estimate over the period covered) estimate;
- f. A statement that the employee is authorized to travel;
- g. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. GOV'T personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DODFMR, Vol. 9, paragraph 030301.B.1, <http://www.dtic.mil/comptroller/fmr/>);
- h. A statement indicating whether the traveler is/is not a GTCC IBA holder (DODFMR, Vol. 9, paragraph 030301.B.2, <http://www.dtic.mil/comptroller/fmr/>);
- i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. (DODFMR, Vol. 9, paragraph 030301.B.3, <http://www.dtic.mil/comptroller/fmr/>);
- j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DOD disbursing officer (DODFMR, Vol. 9, paragraph 030301.B.4, <http://www.dtic.mil/comptroller/fmr/>);
- k. A statement indicating that CTO use to arrange official travel is mandatory, or a detailed statement of why a CTO is not available/not being used. ***NOTE: Virtually all DOD components have contractual arrangements with a CTO requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the CTO, if they can provide the required official transportation arrangements.***;
- l. A statement indicating that available GSA contract city-pair airfare should be used for official travel unless one of the 5 exceptions in APP P, Part 1, par. A6 applies. The travel order must include a detailed explanation on why the contract city-pair airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost."; and
- m. A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments.

2. Specific Authorization or Approval. ([FTR §301-71.105](#)) The following travel arrangements require specific prior authorization:

- \*a. Use of other than economy/coach class service on common carrier transportation (par. C2204-B);
- b. Use of a foreign air carrier (par. C2204-C);
- c. Use of extra-fare train service (par. C2208);
- d. Travel cost estimate (blanket travel orders should include an estimate for the period covered);
- e. A statement that the employee(s) is (are) authorized to travel; and
- f. If permitted, a statement that return travel to the PDS during extended TDY is authorized at GOV'T expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

3. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

- a. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;
- b. Reduced per diem rate payment (par. C4550);
- c. Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation (JER), DOD 5500.7-R, [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)); and
- d. Travel expenses related to conference attendance (APP R).

C. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

- 1. That the travel type is "blanket TDY travel";
- 2. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;
- 3. Of the general geographic area limitations;
- 4. Of a specific period of time within a fiscal year;
- 5. Of the reason(s) for this type of travel;
- 6. Designating the traveler as an acting transportation officer, if applicable;
- 7. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the GOV'T's advantage, if appropriate;
- 8. Authorizing excess accompanied baggage, if necessary; and
- 9. Of other conditions, limitations, and instructions, as appropriate.

***NOTE 1: A blanket travel order is not used in DTS.***

***\*NOTE 2: A blanket travel order must never authorize other than economy/coach class travel. If travel in other***

*than economy/coach class accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.*

D. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the GOV'T (under 5 USC §5703) and paid on a daily-WAE basis or serving without pay or at \$1 a year (see par. C4975 and APP E, Parts I and II). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE: This use of ITAs does not apply to contractors.***

E. PCS Travel

1. General. A travel order must state specific allowances and procedures the employee is authorized to follow ([FTR §302-2.104](#)). A PCS travel order must contain the same basic information prescribed in APP I, Part 4, par. B, plus a statement:

a. In all cases:

- (1) Naming the old and new PDSs and their locations;
- (2) The reporting date at the new PDS; and

b. If applicable:

- (1) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;
- (2) That dependents are accompanying the employee or traveling separately, and if traveling separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
- (3) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. C2302. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges. See APP G.;
- (4) The maximum HHG weight the employee may transport including:
  - (a) SIT authority;
  - (b) HHG shipment origin and/or destination points (when different from the employee's);
  - (c) The transportation method (commuted rate or actual expense (GOV'T-arranged or employee arranged NTE the GOV'T-arranged cost)); and
  - (d) (For GOV'T-arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at GOV'T expense (e.g., borne by, or collected from, the employee);
- (5) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;
- (6) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.
- (7) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is

contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

2. CONUS PCS Travel. A travel order for a CONUS-to-CONUS PCS must contain the same information as in par. E1, plus a statement:

a. That the travel type is "PCS travel," and

b. If applicable:

- (1) That a service agreement has been signed. See par. C5550;
- (2) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;
- (3) If applicable, authorizing TQSE for the employee and/or dependent incident to temporary QTRS occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) ***NOTE: An order preparer must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***
- (4) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;
- (5) Authorizing real estate and unexpired lease expenses;
- (6) Authorizing special conveyance use for PCS travel;
- (7) That transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the GOV'T has been completed) as being to the GOV'T's advantage;
- (8) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);
- (9) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part Q, Section 3;
- (10) That a reduction in force or function transfer is due to base closure if such is the case; and
- (11) The conditions in par. C2159-C1 for using more than 2 POCs are authorized/approved by a travel order amendment after the fact.

3. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:

a. That the travel type is "travel to first duty station (5 USC §5723)";

b. Of the date the required service agreement is signed;

c. Of the actual residence;

- d. Of the position title and grade to which appointed;
- e. If transportation of POV(s) within CONUS is authorized (**only** after the mandatory cost comparison showing a financial savings to the GOV'T has been completed) as being to the GOV'T's financial advantage; and
- f. That the conditions in par. C2159-C1 for using more than 2 POCs are authorized, or approved by a travel order amendment after the fact.

**4. OCONUS Permanent Duty Travel**

a. General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:

- (1) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. C5000.;
- (2) Of the actual residence, as appropriate;
- (3) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;
- (4) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
- (5) Of transportation modes (see APP I4, par. B) (circuitous route travel for personal reasons may not be authorized at GOV'T expense, see pars. C2000 and C2204);
- (6) For POC travel, that POC travel is to the GOV'T's advantage, or of the reimbursement limitation IAW par. C2159;
- (7) Prohibiting the use of commercial transportation modes when travel reservations are made by GOV'T transportation facilities. See par. C2204.;
- (8) Of the maximum HHG weight the employee may transport and/or store; and
  - (a) Any weight limitation imposed by the OCONUS command;
  - (b) The weight allowance for consumables, if authorized (par. C5154-D and APP F);
  - (c) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a GOV'T-arranged move; and
  - (d) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
- (9) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

- (10) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the GOV'T's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
  - (11) Whether or not a POV shipment is authorized;
  - (12) If ocean-going car ferries are authorized. See par. C2166.;
  - (13) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary QTRS occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); ***NOTE: An order preparer must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***
  - (14) If property management services are authorized; and
  - (15) If TQSA and/or FTASE are/is authorized.
- b. RAT Conditions. For OCONUS RAT, the travel order also must include a statement:
- (1) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
  - (2) Of the number of leave days granted;
  - (3) That "This employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";
  - (4) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;
  - (5) Of the reporting date for duty at the OCONUS PDS following authorized absence;
  - (6) Of accompanied baggage weight limits;
  - (7) Authorizing up to 90 days HHG temporary storage if allowed in par. C5190;
  - (8) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and
  - (9) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

#### F. TCS Travel

1. Events Requiring a Travel Order. A separate travel order is required to:
  - a. Assign the employee from the PDS to a TCS location;
  - b. Return the employee from the TCS location to the PDS; or if the TCS location becomes the employee's new PDS:
  - c. Assign the TCS location as the new PDS; and

d. Authorize the employee to return to the former PDS (par. C5720-B1).

2. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in APP I, Part 4, par. B, plus a statement:

a. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;

b. Of the PDS(s) and TCS involved and locations;

c. Of the TCS/PDS reporting date; and if applicable;

d. Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;

e. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

f. That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. C2302. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see APP. G);

g. Of the maximum HHG weight the employee may transport;

(1) Of SIT storage authority;

(2) Of HHG origin and/or destination points (when different from the employee's);

(3) Of the transportation method (commuted rate, or GOV'T-arranged (or actual expense NTE the GOV'T-arranged cost)); and

(4) How the employee intends to fulfill financial responsibility for charges not allowed on a GOV'T arranged move (e.g., borne by, or collected from, the employee);

h. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

i. If TQSE is authorized for the employee and/or dependents incident to temporary QTRS occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

j. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

k. Of transportation modes (APP I, Part 4, par. B);

l. Prohibiting commercial transportation use when GOV'T transportation facilities (C2204) make the travel reservations;

m. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;

- n. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- o. Whether or not POV shipment is authorized; and
- p. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

G. Invitational Travel. An ITA must contain a statement of the:

1. Date that travel is requested or approved;
2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, Ch 7, Part M";
3. Traveler's name and position title and employer, if applicable;
4. Traveler's home address;
5. Traveler's business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;
10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
14. Conditions, instructions, limitations (see APP I, Part 4, par. A2, item 16 for pertinent statements required to be included); and
15. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in APP E, Part II. ***NOTE: An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

H. Travel at No Expense to the GOV'T. See par. C7200.

## PART 4: ORDER PREPARATION

### A. TDY Travel

1. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DoD PERSONNEL (DD Form 1610) is used for all official TDY travel, FEML travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations (authentications), and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of GOV'T-discounted rates. DD Form 1610 is available at the following website, <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf>

**NOTE: DD Form 1610 must not be used for invitational travel or a contractor's travel.**

2. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

**NOTE: APP I3, par. B for specific information required on each order.**

**Item 4.** POSITION TITLE AND GRADE/RATING--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

**Item 6.** ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

**Item 8.** AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

**Item 9.** TDY PURPOSE (APP H)--Insert one of the applicable standardized purpose categories listed in APP H. *This is required.*

**Item 10.**

a. APPROX. NO OF TDY DAYS (*Including Travel Time*)--Self-explanatory. **NOTE: The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.**

b. DEPARTURE DATE (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. **NOTE: Official travel may begin as many as seven days before or seven days after the indicated departure date.**

**Item 11.** ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". Par. C4425. **NOTE: This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.**

**Item 12.** TRANSPORTATION MODE--Indicate in the applicable block(s) the commercial, GOV'T, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized whether or not to the GOV'T's advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the GOV'T's advantage or if reimbursement is limited. **NOTE: Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.**

**Item 13.** Per Diem--When per diem using the 'Lodgings-Plus' computation method in par. C4553 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (*Specify*)" and enter the appropriate rate information. For example:

a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*).” If anticipated expenses justify a lower per diem rate and a reduced rate of \$60 is authorized under par. C4550-C, the entry should be “reduced rate \$60.”

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550- B, C, and D) for the rate shown.

b. If there is a conference lodging allowance rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*) \$200 Total (Conference Lodging Rate \$150; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (APP R, Part 1, par. M).

**NOTE:** For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

**Item 15.** ADVANCE AUTHORIZED--Requester leaves blank. This item is for travel or transportation advances from the GOV'T to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

**Item 16.** REMARKS--This space is for special authorizations, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, registration fees, etc. The following statement may or must be use as appropriate to the official travel.

a. Commercial transportation tickets -- *"If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher."* The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

b. Excess Accompanied Baggage -- "\_\_\_\_\_ pieces or \_\_\_\_\_ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. C2302.

c. Delay in en route -- Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

\*d. Other than economy/coach Class Accommodation Authorization -- Indicate the applicable statement when other than economy/coach class accommodation is authorized/approved.

(1) First-class air accommodation -- “The use of first-class accommodations is authorized by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (APP H2, Sec B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is (\$XXX.XX).” Ch 2, Part E and APP H2, Sec B; or

(2) Business-class air accommodations -- “The use of business-class accommodations is authorized by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (APP H3, Sec A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is (\$XXX.XX).” Ch 2, Part E, and APP H2, Sec A.

**NOTE:** Only an official, designated IAW par. C2204-B2a, has authorization/approval authority for first-class accommodations and par. C2204-B2b for business-class accommodations.

- e. Special Requirements -- Include instructions if the TDY assignment involves special clothing, or other conditions apply. ***NOTE: These instructions are for the traveler and do not carry any reimbursement authority.***
- f. Accompanied Traveler -- Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, civilian employee).
- (1) Cite par. C7100 or C7105 when traveling as an attendant or escort for a Service member's dependents.
  - (2) Cite par. C7800 when traveling as a civilian family member of a seriously ill or injured Uniformed Service member.
- g. GTCC -- DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a GTCC is not accepted or cannot be used, and par. C1100-B.
- h. Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (APP R2, par. M) if a registration fee is authorized.
- i. POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the GOV'T's advantage (Ch 2, Part D).
- k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. C1100-A).
- l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the GOV'T's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the GOV'T's advantage (par. C2001-A1). (Ex: Air travel is apparently to the GOV'T's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- m. Permissive Travel at No Expense to the GOV'T -- Indicate "This order is issued in the DoD's interest but is voluntary (permissive) in nature. ***If used, it must result in no travel and/or transportation-related cost to the U.S. GOV'T.*** The employee is financially responsible for all travel and transportation expenses." ***No accounting information should be placed on the order.*** There is no penalty if the traveler chooses not to use this order; however, the AO should be notified without delay that this order has not been used.
- n. Conference Lodging Allowance -- Indicate "***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination)*** if a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (APP R1, par. H)) is authorized. Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.
- o. Communication Services -- Include the dollar amount/call for authorized calls home (APP G).
- p. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full GOV'T allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (Joint Ethics Regulation (JER), DoD 5500.7-R, at

[http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)) covers some but not all of the allowable travel and subsistence expenses. Ch 4, Part B to determine the applicable maximum allowances.

q. Pet Transportation -- Include the following statement on an order for travel to foreign locations and back to the U.S.

**NOTICE (par. C5400):** A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at <http://international.fws.gov/pdf/pe.pdf>; and an application for the one-time import, export, or re-export of pets into/from the U.S. at <http://forms.fws.gov/3-200-46.pdf> (Ch 5, Part I).

r. Fly America Act -- Include the endorsement required by par. C2204-C3 when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel -- Indicate "EVT transportation authorized for dependent under Chapter 7, Part M and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under Ch 7, Part M.", and include the dependent's name. (*An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*)

**Item 17.** TRAVEL-REQUESTING OFFICIAL (*Title and signature*) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

**Item 18.** TRAVEL-APPROVING/DIRECTING OFFICIAL (*Title and signature*) other than the official signing in block 17.

**Item 19.** ACCOUNTING CITATION--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The FUND-APPROVING OFFICIAL (APP A) certifying to funds availability signs in the lower right corner of this block.

**Item 20.** AO (*Title and signature*). Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature.

**Item 22.** TRAVEL AUTHORIZATION NUMBER -- Show the identifying number and/or symbol assigned by the issuing office.

***NOTE:*** Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in [B-261647, 26 June 1995](#), which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the

*signature is invalidated.*

3. Distribution. APP I2, par. H.

B. Permanent Duty Travel

1. General. The REQUEST/AUTHORIZATION FOR DoD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and order for all official PCS/TCS travel by an employee and family. APP I3, par. F2. DD Form 1614 is available at the following website: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf>.

**NOTE 1:** *DD Form 1614 must not be used for contractor's travel.*

**NOTE 2:** *An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD component must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the GOV'T. Par. C5083. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS order effective date.*

2. DD Form 1614 Preparation. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

**NOTE:** *APP I3, par. B for specific information required on each order.*

**Item 6.** Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. OPM website <http://www.opm.gov/retire/> for more information on retirement.

**Item 7.** Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty travel.

**Item 8.** New Official Station and Location, Actual Residence or Alternate Destination—Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that an employee may have requested indicating the employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the employee's service agreement. The employee is financially responsible for all excess cost.

**Item 10.** Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

**Item 13a.** House hunting Trip--Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

**Item 16.** Other Authorized Expenses--This block is for travel and/or transportation advances from the GOV'T to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

**Item 17.** Dependent Travel - The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the DD Form 1614) before/after the employee doesn't need any statement on the DD Form 1614 or boxes checked. Add pertinent information if necessary in item 28,

Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Ch 5, Part J.

**Item 22.** Accounting Citation--Show fiscal data IAW regulations of the DoD component concerned. *Please ensure that funds are obligated against the order.* For Transportation Account Codes (TACs) for DoD personnel [DTR 4500.9-R, Part II](#), APP V. TAC codes: Army go to website [https://www.daas.dla.mil/tac\\_inq/tac\\_menu.html](https://www.daas.dla.mil/tac_inq/tac_menu.html), Air Force F750/FCHP, and Navy and Marine Corps website [http://192.67.251.41/tac\\_inq/tac\\_menu.html](http://192.67.251.41/tac_inq/tac_menu.html).

**Item 23.** (TRAVEL-)APPROVING (/DIRECTING) OFFICIAL APP A. Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

**Item 24.** AO APP A. Indicate the order-issuing organization, address, signature of the AO.

**Item 27.** Claimant – Forward Completed Claim to the Following Address--The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

**Item 28.** Remarks or Other Authorizations—In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

a. House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.

b. TDY--Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.

\*c. Other than economy/coach Class Accommodation--Indicate the applicable statement when other than economy/coach class accommodation is authorized/approved.

(1) First-class air accommodations--“The use of first-class accommodations is authorized/approved by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (APP H2, Sec B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is (\$XXX.XX).” Ch 2, Part E and APP H2, Sec B, or

(2) Business-class air accommodations-- “The use of business-class transportation is authorized/ approved by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (APP H3, Sec A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is (\$XXX.XX).” Ch 2, Part E and APP H2, Sec A.

**NOTE: Only an official, designated IAW par. C2204-B2a, has authority for first-class accommodations authorization/approval and par. C2204-B2b for business accommodations authorization/approval.**

d. Transportation Mode--Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the GOV'T's advantage when the AO has determined that an employee and/or dependents should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This helps to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the GOV'T's advantage (par. C2001-A1). (Ex: Air travel is apparently the most advantageous transportation mode but air travel is precluded due to a disability or other special medical need. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

- e. ATM Advance--Indicate the amount authorized for ATM advance against the GTCC (par. C1100-A).
  - f. Indicate the issuing CPO's name, address, PoC with phone number and DSN (including area code for each).
  - g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.
  - h. POC Use Is Not to the GOV'T's Advantage--Indicate when POC travel is not to the GOV'T's advantage. When travel is by POC (specifically by privately owned boat) and not to the GOV'T's advantage, a statement must be placed on the order that GOV'T-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available GOV'T-procured air transportation (plus appropriate per diem) (par. C2165).
  - i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.
    - (1) Fly America Act--Include the endorsement required by par. C2204-C3 when commercial non-U.S.-certificated/registered ship(s) or air carrier(s) use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.
    - (2) Pet Transportation--Include the following statement on an order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at <http://international.fws.gov/pdf/pe.pdf>; and an application for the one-time import, export, or re-export of pets into/from the U.S. at <http://forms.fws.gov/3-200-46.pdf> (Ch 5, Part I).
3. Distribution. APP I2, par. H.
4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf>.

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## APPENDIX O

## TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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

#### T4000 INTRODUCTION

A. Application. In this APP:

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

B. Common TDY Travel Types. This APP:

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

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

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

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

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

F. Evacuations. JFTR/JTR, Ch 6.

#### T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

#### T4010 REIMBURSEMENT RATE

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

#### T4020 TDY TRAVEL POLICY

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

#### B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in the JFTR/JTR, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.

3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO or in-house travel arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement,

\*b. Must use economy/coach-class for all official GOV'T funded travel, unless other than economy/coach class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:

(1) Medical reasons - JFTR, par. U2000-A2c/JTR, par. C2000-A2c, or

\*(2) Mission requirement - TDY mission timing requires other than economy/coach class. When other than economy/coach class TDY transportation is authorized/approved because the mission timing

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

(3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV'T property, and may only be accepted on the GOV'T's behalf.

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

c. Seat Relinquishing

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

(\*2) Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the GOV'T ([59 Comp. Gen. 203 \(1980\)](#)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/Agency directives.

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

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

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

#### 1. Mandatory Policy

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

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

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

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

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

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

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

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

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

#### B. Requirements

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

a. Services available at a CTO, or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007 (<http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>);

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

c. Service regulations.

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

#### D. Transportation Reimbursement

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

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY-CONSTRUCTED AIRFARE (APP A) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

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

### T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

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

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

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

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a reimbursable expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Chapter 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service written material for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <http://www.defensetravel.dod.mil/Rental/>. When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U3310-A1/JTR, par. C2150-item 8).

**NOTE:**

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

*this vendor should be used.*

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

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

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

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

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

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to

the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

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

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

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

#### **T4040 LIVING EXPENSES (PER DIEM)**

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

##### A. Lodging Overnight Required - Business Travel Standards

###### 1. Sleeping

a. The cost estimate for lodging should include tax.

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

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

c. Civilian Employee

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

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

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

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

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

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

e. Lodging with a Friend or Relative

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

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or

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

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

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

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

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

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

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

(a) Mortgage interest;

(b) Property tax; and

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

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

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

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

## 2. Eating

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

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

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

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

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

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

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

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

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

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

***NOTE 1: Applicable to a civilian employee:***

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

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

***NOTE 2: Applicable to a uniformed member:***

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

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

#### **B. Lodging Overnight Required - Schoolhouse Training Standards**

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

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

required to purchase.

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

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

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

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

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

4. TDY aboard Ships

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

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

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

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

6. Joint Task Force Operations TDY Options

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

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

2/ Discount Meal Rate = Food costs only.

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

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

D. Lodging Overnight Not Required

### 1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (JFTR, par. U3500/JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.
- c. JFTR, par. U3320/JTR, par. C2192 for travel to/from a transportation terminal.
- d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
- f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
- g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
- h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
- i. For distance determination JFTR, par. U2020/JTR, par. C1065 (DTOD requirements).

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

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

E. Reimbursable Expenses. APP G.

### F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,
  - d. Drugstores,

- e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

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

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

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

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

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

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

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

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

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

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

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

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

1. Eligible Member. A Ready Reserve Select Reserve member (***and not just any*** RC member) must be:
  - a. Qualified in a skill designated as critically short by the Service Secretary;
  - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or

- c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.
- 2. **Reimbursement.** The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip.*
  - a. **Transportation.** When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). **NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.**
  - b. **Lodging and Meals.** The actual cost of the member’s lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

**NOTES:**

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

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

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

2. Table 2 - Active Duty without Pay

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

**FOOTNOTES FOR TABLES 1 AND 2**

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

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

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

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

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

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

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

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

3. Table 3 - Inactive Duty Training with or without Pay

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

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
Situation	Transportation	Per Diem
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

### FOOTNOTES FOR TABLE 3

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

## T4050 TAKING A TYPICAL BUSINESS TRIP

### A. Before the Trip

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

### B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll-free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

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

### C. After the Traveler Returns

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

### T4060 AO RESPONSIBILITIES

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

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

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

B. What's Allowable and Not Allowable

1. Transportation

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

b. Options on city-pair flight use. APP P. *Regulations applicable to the Contract city-pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2 ([http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)).*

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

**NOTE:**

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

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

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

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

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

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

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

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

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

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

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

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

#### 5. Lodging Selection

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

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

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

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

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

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

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

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

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

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

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

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

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

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler

ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).

b. For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be

authorized/approved by the AO.

## T4070 TDY GLOSSARY

**Authorize.** The giving of permission before an act.

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

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

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

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

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

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

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

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

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

## APPENDIX P

### CITY-PAIR PROGRAM

#### **PART I: CITY-PAIR PROGRAM**

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#### **PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM**

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1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government?
2. Can I use a contract city-pair airfare for personal travel and if so, in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY order while on leave without knowing of the TDY prior to taking leave?
3. What Government-sponsored leave programs qualify for contract city-pair airfares?

**F. GSA Points of Contact**

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## PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

### A. City-Pair Program FAQs

#### 1. How does the program work?

- a. **First**, GSA concentrates the GOV'T's market share to make the most of the competition available. The GOV'T's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.
- b. **Second**, GSA works with GOV'T agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.
- c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

#### 2. What are the city-pair program advantages?

- a. No advance purchase required,
- b. No minimum or maximum length of stay required,
- c. Fully refundable tickets and no charge for cancellations or changes,
- d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),
- e. No blackout dates,
- f. Locked-in airfares facilitate travel budgeting,
- g. Significant discounts over regular walk-up airfares, and
- h. Airfares are priced on one-way routes simplifying multiple destination travel.

#### 3. Why can't contractors use it? It would save the GOV'T a lot of money!

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines will not extend the contract fares to a contractor. The program saves the GOV'T roughly \$2 billion annually. *GSA advises that the purchase of a contract city-pair airfare ticket on behalf of a GOV'T contractor is wrong, is a misuse of the city-pair program, and could jeopardize its future success.*

#### 4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a GOV'T traveler for authorized travel is unused or partially used when:

- a. Travel is terminated short of the authorized destination.
- b. The return portion of a round trip is not used.
- c. The travel actually purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, CTO, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The GOV'T and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

### 5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City-Pair Program contract carriers, participate in some type of commercial code-share agreement.

## B. City-Pair Program Policy FAQs

### 1. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed service member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas. ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

### 2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city-pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a GOV'T traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract-carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a GOV'T traveler (sometimes called "DG" airfares) are not included in this exception. When GOV'T/GOV'T-contracted transportation/in-house or CTO (APP A) services are available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

- a. Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip (***NOTE: This does not allow for unreasonable 'schedules' as a reason for not using a city-pair carrier.***); or
- b. The contractor's flight schedule is inconsistent with explicit policies of the traveler's Federal department or agency with regard to scheduling travel during normal working hours (JFTR, par. U3006 and JTR, par. C1059); or
- c. A U.S.-certificated non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the GOV'T (the combined costs of transportation, lodging, meals, and related expenses considered); or

***NOTE 1 to paragraph (c): This exception does not apply if the contract carrier offers the same or lower***

*airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S.-certificated carrier is restricted to a GOV'T or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available;*

***NOTE 2 to paragraph (c):*** *The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S.-certificated airline offers a still lower restricted airfare not matched by the contract carrier.*

***NOTE 3 to paragraph (c):*** *Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/command must ensure that uses of restricted airfares are to the GOV'T's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by GOV'T authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.*

**EXAMPLES:** Airline X is the city-pair contract carrier and Airline Y is another U.S.-certificated non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city-pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city-pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S.-certificated Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

**NOTES:**

***(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the GOV'T's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.***

***(2) Contractors are not authorized to use contract city-pair airfares to perform travel under their contracts.***

*(3) If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.*

### 3. What makes the city-pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

### 4. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuitry (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

### 5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

- a. A non-stop carrier is not available for a specific route.
- b. The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the GOV'T business for the route.
- c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

### 6. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the GOV'T.

### 7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

**C. City-Pair Air Travel Accommodation FAQs**

**\*1. Do I have to use the contract city-pair air carrier if authorized to use other than economy/coach class airfare (business-or first-class)?**

\*Yes. The City-Pair Program contracts are mandatory for coach and, within DOD, for other than economy/coach class service when the contract carrier offers an other than economy/coach contract airfare. Other than economy/coach class service accommodation must be authorized IAW the JFTR/JTR.

**2. Can I upgrade to business-class seating at GOV'T expense to accommodate my disability?**

\*Maybe. IAW Agencies/Services' policy, other than economy/coach class travel accommodations, due to a medical disability/ special need, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by a competent medical authority (i.e., a licensed medical practitioner) and authorized by the other than economy/coach class AO in advance of travel IAW JFTR/JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

**\*3. Can the air-carrier charge for seating 'options' and if so, is the charge reimbursable?**

\*Some airlines have instituted charges for seats they believe to be 'options', i.e., front of the cabin, larger seats, etc. The choice to pay extra for 'optional' seats is personal to the traveler and is not a GOV'T requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

**4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?**

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City-Pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

**D. City-Pair Airline Airfare FAQs**

**1. How do I know if there is a contract city-pair airfare?**

Contract city-pair airfares are identifiable because they normally carry the airfare designator YCA or -CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check the following city-pair website [www.gsa.gov/citypairsearch](http://www.gsa.gov/citypairsearch)

**2. Can I combine two contract airfares to save money?**

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

**3. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?**

The ticket shows a three-letter airfare basis code with CA (Contract Award) as part of it. Airline City-Pair tickets are issued using one of the following airfare basis codes:

- a. **YCA** = Guaranteed GSA economy/coach class city-pair airfare which is a highly discounted unrestricted airfare. If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity-controlled fare when it is available and meets mission needs.

***NOTE 1: Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a \_CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity-controlled coach class contract fare is available and the cost exceeds the cost of the lower cost capacity-controlled fare, the traveler is financially responsible to the GOV'T for the cost difference between the YCA airfare and the lower capacity-controlled airfare. [CBCA 1511-TRAV, 7 May 2009.](#)***

***NOTE 2: This does not establish the \_CA as the basis for policy-constructed airfare – that remains the YCA.***

- b. **\_CA** = Limited capacity, GSA coach/economy class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the GOV'T.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and \_CA is that there are a limited number of seats on the less-costly \_CA Airline City-Pair rate which varies carrier-by-carrier and market-by-market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and \_CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a \_CA airfare and make changes, if necessary.

**4. How early is early to take advantage of the GOV'T discount for normal airfare city-pair airfares (\_CA)?**

The city-pair airfare program encourages a GOV'T traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair airfares).

**5. Why does the GOV'T have to pay the Airline Passenger Excise tax? Isn't the GOV'T exempt from tax?**

The Federal GOV'T is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal GOV'T must pay.

**6. How can the cost of a city-pair flight between two cities vary on the same airline, but different flights?**

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

**7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City-Pair website. How do I know I am getting the GOV'T rate for my airline reservations?**

The DTS vendors' OBE displays valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City-Pair website.

- a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City-Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.
- b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which DTS vendor is used.

E. City-Pair Travel Allowance FAQs

**1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official GOV'T business?**

A traveler can use the airport that best suits the needs in areas/locations with multiple airports, *except when the AO determines in written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only airfares, but also transportation to and from airports) and may consider potential lost work time*. CONUS areas/locations with multiple airports include: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

**2. Can I use a contract city-pair airfare for personal travel taken in conjunction with official GOV'T travel? What if the GOV'T cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?**

The use of contract city-pair airfares is limited to official travel only. If personal travel is taken in conjunction with official GOV'T travel, the contract city-pair airfares cannot be used for that portion of the trip since that travel is personal. These city-pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the GOV'T is paying for the leave travel to (and/or from) the leave point.

**Example 1:** A traveler receives a TDY order for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. GOV'T and traveler limitations are:

- a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the GOV'T one-way airfare is \$251 and round-trip is \$502.
- b. Reimbursement for the entire trip is limited to \$502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

**Example 2:** A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. GOV'T and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is *official travel*. City-pair airfares may be used in accordance with JFTR, par. U4105-F (uniformed member) or JTR, pars. C4440 and C4564 (civilian employee).

**NOTE:** *CTO use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.*

**3. What GOV'T-sponsored leave programs qualify for contract city-pair airfares?**

Contract city-pair airfare use MAY BE POSSIBLE for official GOV'T-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

a. **Civilian Employee:** RAT (Ch 5, Part K and APP I3-E4b), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. **Uniformed Member:** COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

F. **GSA Points of Contact.** [GSA - Airfares \(City Pair Program\)](#) at [www.gsa.gov/citypairs](http://www.gsa.gov/citypairs) or contact following POCs at [GSA - Airfares \(City Pair Program\) - Ask the Expert](#) below for more information on GSA's Airline City-Pair Program. *Only those without Internet access should call.*

<p><b>Mr. Jerry Bristow</b> Program Manager Contract City-Pair Program (703) 605-2925 <a href="mailto:Jerome.bristow@gsa.gov">Jerome.bristow@gsa.gov</a></p>	<p><b>Mr. Jerry Ellis</b> Contract Specialist City-Pair Program (703) 605-2928 <a href="mailto:Jerry.ellis@gsa.gov">Jerry.ellis@gsa.gov</a></p>	<p><b>Mr. Vincent Aquilino</b> Program Analyst City-Pair Program (703) 605-2271 <a href="mailto:Vincent.aquilino@gsa.gov">Vincent.aquilino@gsa.gov</a></p>
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**PART 1: DOD MEMBERS**

**NOTE:** For NOAA, see App Q, Part II.

- A. Tour Length Establishment. A tour length is established IAW DODI 1315.18, par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW DODI 1315.18, par. E.3.1. ***Do not submit a tour length change proposal to PDTATAC.***
- C. Tour Length Exception. The tour length for a DOD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DODI 1315.18, par. E.3.1.1 (12 January 05).
- D. Tour Lengths. The following are OCONUS tour lengths *for a DOD member only (other than a Defense Attaché):* DODI 1315.18, par. E3.1.1 (12 January 05):

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>All OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
Kabul (Personnel assigned to SAO)	NA	12	08-10-07	<b>11</b>
<b>Alaska (except as indicated)</b>	36	36		<b>1</b>
Adak	NA	12		
Clear	NA	12		
Eareckson	NA	12		
Fort Greely	24	12	05-01-04	
Galena	NA	12		
King Salmon	NA	12		
Marine Corps Security Forces	24	12		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	12-07-04	
<b>American Samoa</b>	NA	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Aruba</b>	24	18		
<b>Australia (except as indicated)</b>	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
<b>Austria</b>	36	24		
<b>Azerbaijan</b>				
Baku (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Azores (See Portugal)</b>				
<b>Bahamas</b>				
Andros Island	24	24		
<b>Bahrain</b>	24	12		<b>14</b>
<b>Bangladesh</b>	24	18		
<b>Belgium (except as indicated)</b>	36	24		
Bertrix	NA	12		
<b>Belize</b>	24	18	09-17-04	
<b>Benin</b>	24	12		
<b>Bermuda</b>	36	24		
<b>Bolivia</b>	24	18		
<b>Bosnia-Herzegovina</b>				
Banja Luka	24	18	06-30-08	<b>15</b>
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Botswana</b>	24	12		
<b>Brazil</b>	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>British Indian Ocean Territory</b>				
Diego Garcia Island	NA	12		
<b>Bulgaria</b>				
Sofia	24	12		
<b>Burkina Faso</b>	24	12		
<b>Cambodia</b> (except as indicated)	NA	12		
*Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
<b>Canada</b> (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentina	24	12		
Goose Bay	24	12		
<b>Chad</b>	24	12	05-02-08	<b>12</b>
<b>Chile</b>	36	24		
<b>Columbia</b>	24	18		
<b>Commonwealth of the N. Mariana Islands</b> (incl. Saipan)	24	12		
<b>Costa Rica</b>	36	24		
<b>Crete</b> (See Greece)				
<b>Croatia</b>				
Zagreb	24	12		
<b>Cuba</b>				
Guantanamo Bay	30	18	04-05-07	<b>2</b>
JTF-GTMO	24	12	04-05-07	<b>2</b>
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		
<b>Czech Republic</b>				
Prague	36	24		
<b>Democratic Republic of Congo</b> (formerly Zaire)	24	12		
<b>Denmark</b> (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	NA	12		
<b>Egypt</b> (except as indicated)	24	18		
Beni Suef	NA	12		
Cairo (ETSS personnel only)	NA	12		
Ismailia	24	12		
Jiyanklis New	NA	12		
Sinai	NA	12		
<b>El Salvador</b>	NA	12		
Personnel assigned to SAO	24	18		
<b>England</b> (See United Kingdom)				
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		

**APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)**  
**Part 1: DOD Members**

**Appendix Q1**

<b>Country or Area</b>	<b>Accompanied Tour (Months)</b>	<b>Unaccompanied Tour (Months)</b>	<b>Effective Date</b>	<b><u>NOTE</u></b>
<b>Ghana</b>				
Accra (Personnel assigned to ODC)	24	18	03-19-07	<b>11</b>
<b>Gibraltar</b>	36	24		
<b>Greece</b> (except as indicated)	36	24		
Argyroupolis	NA	12		
Athens	24	15		
Crete	24	18		
Souda Bay	24	18		
Drama	NA	12		
Elefsis	NA	12		
Horiatis	NA	12		
Larissa	24	12		
Lefkas	NA	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	NA	12		
Thessalonki	24	15		
Yiannitsa	NA	12		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	<b>11</b>
<b>Hawai'i</b> (except as indicated)	36	36		<b>1</b>
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	NA	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
<b>India</b>	24	12		
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	NA	12		
Mt. Limbara	NA	12		
Mt. Nardelo	NA	12		
Mt. Paganella	NA	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
<b>Jamaica</b>	24	12		
<b>Japan</b> (except as indicated)	36	24		<b>3</b>
Akizuki Kure	24	12	12-07-04	

**APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)**  
**Part 1: DOD Members**

**Appendix Q1**

<b>Country or Area</b>	<b>Accompanied Tour (Months)</b>	<b>Unaccompanied Tour (Months)</b>	<b>Effective Date</b>	<b><u>NOTE</u></b>
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	NA	12		
MCAS Iwakuni	36	12		
Okuma	NA	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	NA	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	NA	12		
Sendai	24	12	12-07-04	
Shariki	NA	12	11-05-08	
<b>Johnston Atoll</b>	NA	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
Astana (Personnel assigned to SAO)	24	12	08-10-07	<b>11</b>
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	<b>4, 7</b>
Chongju AB	NA	12		<b>4</b>
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		<b>4, 5, 6</b>
Gwangju AB (ROK)	NA	12		<b>4</b>
Joint Security Area	NA	12		<b>4</b>
Kunsan AB (US)	NA	12		<b>4</b>
Mujak/Pohang	NA	12		<b>4</b>
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		<b>4, 5, 6</b>
<b>Kuwait</b>	24	12		<b>9</b>
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	NA	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>Liberia</b>	24	18	06-30-08	<b>15</b>
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	NA	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	NA	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	<b>11</b>
<b>Morocco</b> (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	NA	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	NA	12		
<b>New Zealand</b>	36	24		

**APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)**  
**Part 1: DOD Members**

**Appendix Q1**

<b>Country or Area</b>	<b>Accompanied Tour (Months)</b>	<b>Unaccompanied Tour (Months)</b>	<b>Effective Date</b>	<b><u>NOTE</u></b>
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	<b>11</b>
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa (See Japan)</b>				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		
<b>Panama (except as indicated)</b>	36	24		
Galeta Island	NA	12		
<b>Paraguay</b>	24	18		
<b>Peru (except as indicated)</b>	36	24		
Lima MAAG	30	18		
<b>Philippines (except as indicated)</b>	NA	12		
Metropolitan Manila	24	18		
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal (except as indicated)</b>	36	24		
Azores Islands	24	15		
<b>Puerto Rico (except as indicated)</b>	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen	36	18		
Vieques Island	NA	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
<b>Russia</b>				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	<b>11</b>
<b>Saint Helena (Ascension Island)</b>	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia (See Italy)</b>				
<b>Saudi Arabia (except as indicated)</b>	24	12		<b>8</b>
Eskan Village, Riyadh	24	12	07-18-08	<b>13</b>
<b>Scotland (See United Kingdom)</b>				
<b>Senegal</b>				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	<b>11</b>
<b>Serbia</b>				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	<b>11</b>
<b>Seychelles</b>	24	12		
<b>Sicily (See Italy)</b>				
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain (except as indicated)</b>	36	24		
Adamuz	NA	12		
Alcoy	30	18		
Balearic Islands	NA	15		
Ciudad Real	NA	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	NA	12		
Gorremandi	NA	15		
Moron AB	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Rosas	30	18		
Santiago	NA	18		
Sonseca	24	15		
Villatobas	30	18		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand</b> (except as indicated)	24	18		
Bangkok	36	24		
<b>Tunisia</b>	24	18		
<b>Turkey</b> (except as indicated)	24	15		
Balikesir	NA	12		
Cakmakli	NA	12		
Corlu	NA	12		
Elmadag	24	12		
Erhac	NA	12		
Erzurum	NA	12		
Eskisehir	NA	12		
Iskendrum	NA	12		
Istanbul	NA	12		
Izmir	NA	12		
Izmit	NA	12		
Karatas	24	12		
Malatya	24	12		
Murted	NA	12		
Oratakoy	NA	12		
Pirinlik	NA	12		
Sahimtepe	NA	12		
Sinop	NA	12		
Yumurtalik	NA	12		
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		<b>3</b>
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	12-01-03	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	NA	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		
<b>Yemen, Republic of</b>	36	24	06-30-08	<b>15</b>
<b>Zaire</b> (See Democratic Republic of Congo)				

**NOTES:**

1. Tour-length policies for a member assigned to a duty station within Alaska or within Hawai'i are outlined in DODI 1315.18, par. E3.1.
2. Dependents are permitted only when GOV'T QTRS are available.
3. A maximum 48-month tour is permitted for Navy personnel.

4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
5. Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available. With a Secretarial OHA waiver, a member in a non-Key Billet accompanied tour is receives OHA for the location at which the family lives in Korea.
6. A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
7. For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
8. Due to threat levels, dependents are not currently authorized at this location.
9. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
10. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
11. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."  
  
Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.  
  
Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa, Ethiopia; and Astana, Kazakhstan.
12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
13. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).
14. USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).
15. May be accompanied by adult dependents age 18 years or older.

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**PART 3: DoD CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY**

*See JTR, Ch 5, Part A for applicable regulations.*

A. Standard Tours of Duty. Standard tours of duty are:

1. 36 months under an initial service agreement, and
2. 24 months under a renewal agreement

and apply to an employee assigned OCONUS unless an exception is prescribed in this APP. JTR, par. C5570-C.

B. Tour Length Exceptions. The 24, 18, and 12-month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

1. A specific area within that location,
2. Certain employees, and/or
3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, APP Q, Part IV, par. A.

E. Tour Lengths

**NOTE:** *Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.*

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Afghanistan</b>		X			
<b>Alaska</b>					
Adak					X
Aleutian Islands					X
Isolated Mainland Bases					X
Kodiak Island					X
<b>Ascension Island</b>					X
<b>Australia</b>					
Northwest Cape		X			
<b>Azores (See Portugal)</b>		X			
<b>Bahamas</b>					
Andros Island		X			
<b>Bahrain</b>		X <sup>18</sup>	X <sup>2</sup>		
<b>Bosnia-Herzegovina</b>		X			
Banja Luka		X <sup>9</sup>			
<b>British Indian Ocean Territory</b>					
Diego Garcia Island					X
<b>Bulgaria</b>			X <sup>2</sup>		
<b>Burma (See Myanmar)</b>					
<b>Cambodia</b>					
*Phnom Penh ( <i>eff 06-21-10, Personnel assigned to NAMRU-2</i> )		X <sup>1</sup>			X <sup>2</sup>
<b>Canada</b>					
Newfoundland & Labrador					

**APP Q: OCONUS Tour Lengths/Tours of Duty (JFTR/JTR)**  
**Part 3: DoD Civilian Employee Standard Tours of Duty**

<b><u>Location</u></b>	<b><u>36-Month Tour</u></b>	<b><u>24-Month Tour</u></b>	<b><u>18-Month Tour</u></b>	<b><u>15-Month Tour</u></b>	<b><u>12-Month Tour</u></b>
Gander					X
Argentina		X <sup>1</sup>	X <sup>2</sup>		X
Northwest Territories					X
St. Anthony					X
<b>Christmas Island</b>					X
<b>Commonwealth of the N. Mariana Islands</b>					
Saipan		X			
<b>Croatia</b>		X			
<b>Cuba</b>					
Guantanamo Bay		X <sup>1</sup>			X <sup>2</sup>
<b>Democratic Republic of Congo</b> (formerly Zaire)		X			
<b>Diego Garcia</b> (See British Indian Ocean Territory)					
<b>Dominican Republic</b>		X			
<b>Egypt</b>		X <sup>1</sup>			X <sup>2</sup>
<b>El Salvador</b>			X <sup>2</sup>		
<b>Eniwetok</b> (See Marshall Islands)					
<b>Ethiopia</b>					X
<b>Finland</b> (All locations outside Helsinki)		X			
<b>Greece</b>		X			
<b>Greenland</b>			X		
<b>Guam</b>		X			
<b>Haiti</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Honduras</b>			X <sup>2</sup>		
<b>Hong Kong</b>		X			
<b>Hungary</b> ( <i>eff 11-25-08</i> )					
Papa		X <sup>1</sup>		X <sup>2</sup>	
<b>Iceland</b>		X <sup>4</sup>			X <sup>2 6</sup>
<b>Indonesia</b>					X <sup>2</sup>
<b>Iran</b> (except as indicated below)					X
Isfahan		X			
Tehran		X			
<b>Israel</b>		X <sup>1</sup>	X <sup>2</sup>		
<b>Italy</b>					
Sardinia (La Maddalena)		X <sup>4</sup>	X <sup>5 6</sup>		
Sicily (Comiso and Ragusa)		X <sup>4</sup>	X <sup>5 6</sup>		
<b>Japan</b>					
Iwo Jima					X
Kure		X <sup>1</sup>			X <sup>2</sup>
Ryukyu Islands		X <sup>1</sup>			
Wakkanai		X <sup>1</sup>			X <sup>2</sup>
<b>Johnston Atoll</b>		X <sup>4</sup>			X <sup>2 6</sup>
<b>Jordan</b>		X			
<b>Korea</b> (except as indicated below)	X <sup>3</sup>	X <sup>1</sup>			X <sup>2</sup>
Dongducheon (Camps Casey, Hovey, Mobile, and Castle)		X <sup>1</sup>			X <sup>2</sup>
Uijongbu (Camps Jackson, Red Cloud, Stanley)		X <sup>1</sup>			X <sup>2</sup>
<b>Kuwait</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Kwajalein</b> (See Marshall Islands)					
<b>Laos</b>		X			
<b>Liberia</b>		X <sup>9</sup>			
<b>Libya</b>			X		
<b>Mahe Island</b> (See Seychelles)					
<b>Marshall Islands</b>					
Eniwetok					X
Kwajalein		X			
<b>Mexico</b>					
Coatzacoalcos		X <sup>1</sup>	X <sup>2 6</sup>		

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Vera Cruz		X <sup>1</sup>	X <sup>2,6</sup>		
Midway Islands					X
Montenegro		X			
Morocco		X			
Myanmar		X			
Nigeria		X <sup>1</sup>			X <sup>2</sup>
Oman		X <sup>1</sup>			X <sup>2</sup>
Pakistan (except as indicated below)			X		
Islamabad					X <sup>2</sup>
Karachi					X <sup>2</sup>
Lahore					X <sup>2</sup>
Peshawar					X <sup>2</sup>
Panama		X			
Philippines		X			
Portugal					
Azores		X			
Puerto Rico		X			
Romania			X <sup>2</sup>		
Qatar		X <sup>1</sup>			X <sup>2</sup>
Russia					
Moscow		X			
Saudi Arabia		X <sup>1,7</sup>			X <sup>2</sup>
Serbia		X			
Seychelles					
Mahe Island					X
Somali Republic			X		
Taiwan		X			
Thailand		X <sup>1</sup>			X <sup>2</sup>
Turkey (except as indicated below)		X			
Cakmakli					X <sup>2</sup>
Corlu					X <sup>2</sup>
Diyarbakir					X <sup>2</sup>
Izmir					X <sup>2</sup>
Murs					X <sup>2</sup>
Ortakoy					X <sup>2</sup>
Sinop					X
Venezuela		X			
West Indies					
Eleuthera Island					X
Grand Bahama Island					X
Grand Turk Island					X
Mayaguana Island					X
San Salvador Island					X
St. Lucia Island					X
Yemen, Republic of					
Sanaa		X <sup>4,9</sup>			X <sup>2,6</sup>
Zaire (See Democratic Republic of Congo)					

1/ For an employee authorized, and accompanied by, a dependent.

2/ For an employee not authorized to have a dependent present.

3/ For an area authorized a 36-month accompanied-by-dependents tour, an employee may accept a 36- or 24-month accompanied tour. All 36-month tours shall be coordinated between the gaining agency and Commander, USFK, to ensure infrastructure, services, and base support is available.

4/ For an employee on an initial service agreement authorized, and accompanied by, a dependent.

5/ For an employee on an initial service agreement not authorized to have a dependent present.

6/ For an employee serving on a renewal agreement.

7/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).

8/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

9/ May be accompanied by adult dependents age 18 years or older.

## APPENDIX T

## STANDARD DATA ELEMENTS FOR TRAVEL

<b>Table I: Traveler Identification</b>		
<b>Group Name</b>	<b>Data Elements</b>	<b>Description</b>
Travel Order	Order Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Mission (Operational)	
	Training	
	Conference — Other than Training	
	Relocation	Same as change of official station.
	Special Agency Mission Travel	
	Emergency Travel	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence	City, State, Zip	The geographical location where traveler resides, if different from official duty station.
Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check	Payment made by Treasury check.
	Imprest Fund	Payment made by Imprest Fund.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

<b>Table II: Commercial Transportation Information</b>		
<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	GTCC - Central Billing Account	A contractor GTCC centrally billed account.
	GTCC – Individually Billing Account	IAW and as provided by agency guidelines.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, (e.g., GTR number, GTCC number).
Transportation Method Indicator	*Air (other than economy/coach class)	Common carrier used as transportation to TDY location.
	*Air (Economy/Coach Class)	
	Non-contract Air, Train, Other	
Transportation in Performance of TDY or While at the TDY Location	POC, Car rental, Taxi, Other	Identifies transportation used while in the performance of TDY or while at the TDY location.

<b>Table III: Travel Expense Information</b>		
<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JFTR or JTR as appropriate.
Transportation Method Cost	*Air (other than economy/coach class )	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	*Air (economy/coach class ) Non-contract Air, Train	
	Other	Bus or other form of transportation.
Transportation in Performance of TDY or While at the TDY Location	POC Distance	Total number of miles driven in POC.
	POC mileage expense Car rental, Taxis, Other	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
Constructed Cost	Constructed cost	The difference between the amount authorized to spend and the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

<b>Table IV: Accounting &amp; Certification</b>		
<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/ responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.