

**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)****CHANGE 296****1 AUGUST 2011**

- A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 August 2011 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

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

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

**BILL BOOTH**  
Deputy Assistant Secretary of the Air Force  
(Force Management Integration)

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

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

**DENISE S. CANTON**  
RADM, USPHS  
Director, OCCFM

- D. Applicable MAP Items. This change includes all material written in the following MAP items: 37-11(E), 43-11(E), 51-11(E), 54-11(E), 57-11(I), and 62-11(I).
- E. Brief of Revision. The following are this month's major revisions:

U3125-C2. Clarifies exceptions for use of foreign flag air carriers.

Ch 3, Part F. Clarifies that a mass transit subsidy voucher is intended only for transportation from home to work site and return to home. It is not intended for use to pay for travel to/from/between alternate work site(s).

U5105-E3, U5106, U5210-D, U5417, U7200-F1c. Updates PCS MALT rate examples from \$.19 to \$.235 per mile *effective 1 July 2011* for travel performed on or after the effective mileage rate change date. Change is based on an amendment to the Federal Travel Regulation §302-4.300 (41 CFR 302-4.300), indicating that the PCS MALT rate is identical to the published IRS moving expense rate. Relocation travel completed or commencing before 1 July 2011 is paid at the previous mileage rate of \$.19 per mile.

APP A. Corrects reference in HHG definition, and updates the definition for KEY BILLET.

APP G. Clarifies the requirement for an employee to be a U.S. citizen to qualify for a passport/visa only applies when serving under a transportation agreement or renewal agreement in a foreign country and not for TDY travel.

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**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)**

**CHANGE 296**

**1 AUGUST 2011**

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

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Part B	293	293	293	<b>293</b>	288	288	288	288	<b>288</b>	286	<b>286</b>	283	283	<b>283</b>
Part C	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part D	294	294	<b>294</b>	288	288	288	288	288	<b>288</b>	282	282	282	282	282
Part E	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part F	287	287	287	287	287	287	287	287	287	<b>287</b>	<b>286</b>	264	264	264
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Part G	264	264	264	264	264	264	264	264	264	264	264	264	264	264
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Part B	294	294	<b>294</b>	292	<b>292</b>	<b>291</b>	<b>290</b>	<b>289</b>	<b>288</b>	<b>287</b>	<b>286</b>	283	283	<b>283</b>
Part C	294	294	<b>294</b>	292	<b>292</b>	288	288	288	<b>288</b>	279	279	279	279	279
Part D	295	<b>295</b>	293	<b>293</b>	290	290	<b>290</b>	271	271	271	271	271	271	271
Part E	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part F	292	292	292	292	<b>292</b>	288	288	288	<b>288</b>	283	283	283	283	<b>283</b>
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Part C1	288	288	288	288	288	288	288	288	288	286	286	281	281	281
Part C2	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C3	296	291	291	291	291	291	288	288	288	279	279	279	279	279
Part C4	289	289	289	289	289	289	289	289	289	283	283	283	283	283
Part C5	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part C6	294	294	294	291	291	291	287	287	287	287	286	284	284	282
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Part D3	290	290	290	290	290	290	290	286	286	286	286	285	284	283
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Part D5	292	292	292	292	292	270	270	270	270	270	270	270	270	270
Part D6	289	289	289	289	289	289	289	289	283	283	283	283	283	283
Part D7	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part D8	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part D9	293	293	293	293	283	283	283	283	283	283	283	283	283	283
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Part F	283	283	283	283	283	283	283	283	283	283	283	283	283	283
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Part G2	291	291	291	291	291	291	286	286	286	286	286	277	277	277
Part G3	291	291	291	291	291	291	277	277	277	277	277	277	277	277
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Part I	286	286	286	286	286	286	286	286	286	286	286	270	270	270
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Part A3	292	292	292	292	292	275	275	275	275	275	275	275	275	275
Part A4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A5	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A6	286	286	286	286	286	286	286	286	286	286	286	267	267	267
Part B1	293	293	293	293	286	286	286	286	286	286	286	282	282	282
Part B2	265	265	265	265	265	265	265	265	265	265	265	265	265	265

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Part B5	265	265	265	265	265	265	265	265	265	265	265	265	265	265
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Part C	286	286	286	286	286	286	286	286	286	286	286	265	265	265
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Part E	283	283	283	283	283	283	283	283	283	283	283	283	283	283
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Part F3	283	283	283	283	283	283	283	283	283	283	283	283	283	283
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Part R	263	263	263	263	263	263	263	263	263	263	263	263	263	263
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Part C2	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C3	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C4	293	293	293	293	290	290	290	264	264	264	264	264	264	264
Part C5	264	264	264	264	264	264	264	264	264	264	264	264	264	264
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Part B	284	284	284	284	284	284	284	284	284	284	284	284	284	274
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Part E2	270	270	270	270	270	270	270	270	270	270	270	270	270	270
Part E3	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E5	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E6	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E7	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E8	291	291	291	291	291	291	277	277	277	277	277	277	277	277
Part E9	284	284	284	284	284	284	284	284	284	284	284	284	284	269
Part E10	275	275	275	275	275	275	275	275	275	275	275	275	275	275
Part E11	276	276	276	276	276	276	276	276	276	276	276	276	276	276
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Part 2	292	292	292	292	292	290	290	280	280	280	280	280	280	280
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Part 3B	292	292	292	292	292	288	288	288	288	286	286	266	266	266
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## SECTION 2: COMMERCIAL AIR TRANSPORTATION

### U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Official transportation arrangement is mandatory through the DTMO-contracted or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements.*** See par. U3110 for 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 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 member and/or dependent must be provided economy-/coach-class airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, any R&R, FEMLE, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, par. U2000-A2a) and substantiated to justify other than economy-/coach-class transportation.

b. Each command, member, 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 member and/or dependent is/was limited by a special need that other lesser-cost economy-/coach-class accommodations cannot/could not be used to meet. ***See APP A for SPECIAL NEEDS.***

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

(b) 'Economy-plus/Coach Elite /etc., seating' accommodations include 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-class 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 bulkhead in the economy-/coach-class 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 member and/or dependent is regarded as having a special need (***APP AI, SPECIAL NEEDS***).

d. A member/dependent 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. U2010).

e. First-class accommodations may be used at GOV'T expense only as permitted in par. U3125-B3.

- f. Business-class accommodations may be used at GOV'T expense only as permitted in par. U3125-B4.
- g. See par. U2000-A2a 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. U3100.

***NOTE 1: A command must not permit a CTO to issue travelers other than economy-/coach-class tickets without prior proper authorization.***

***NOTE 2: Specific justification and the paragraph reference number detailed to the "specific" reason for travel must be placed on an order (par. U2000-A2a) for other than economy-/coach-class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (APP A, BLANKET ORDER for an exception concerning a Blanket Order that requires individual amendments for each trip requiring other than economy-/coach-class transportation to be provided.)***

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 member and dependents if any criteria in par. U3125-B3 are met. (DoDD 4500.09E, par. E3, Encl 3, 11 September 2007 (<http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>) for a DoD member).

- (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.
- (4) The Secretary of Health and Human Services (for Public Health Service officers).
- (5) The Director, NOAA Corps (for NOAA Corps officers).
- (6) The Coast Guard Commandant or Vice-Commandant (for a Coast Guard member).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approving 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 authorization/approval for their own business-class travel from the next higher approval authority (par. U2000-A2b).

c. Other than Economy-/Coach-Class Authorization/Approval Authorities

	<b>First Class</b> <b>(DoDD 4500.09E)</b>	<b>Business Class</b>
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](#)) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (APP H2, Sec C, for a first-class decision support tool.)

***NOTE 1: When a first-class airfare costs less than the least expensive unrestricted economy-/coach-class airfare, no authorization/approval is required. Comparison of the first-class airfare to an economy-/coach-class airfare more expensive than the least expensive unrestricted economy-/coach-class airfare is not authorized. Upgrades to first-class at no cost to the GOV'T also do not require authorization/approval.***

***NOTE 2: Other than economy-/coach-class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.***

a. Lower class 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 of the member’s proposed departure time, and scheduled to arrive within 24 hours before the member’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the member’s required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When par. U3125-B3a is used to justify other than economy-/coach-class accommodations, the AO must cause the order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEMLE, or personnel evacuation and flights over 14 hours in duration, since arrival time/ reporting time in these cases is not mission critical.

b. Medical Reasons. First-class may be considered for use when and if business-class transportation is not available (par. U2000-A2c).

c. Exceptional security circumstances require such travel. Examples are:

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

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

(3) Couriers and control officers accompanying controlled pouches or 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. armed forces attachés accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal GOV'T officials (*not applicable to NOAA*). 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. Regularly Scheduled Flights. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

f. Non-Federal Source. When a non-Federal source makes full payment for the transportation services in advance of travel (refer to the Joint Ethics Regulation (JER), DoD 5500.7-R, at [DoD 5500.7-R, "Joint Ethics Regulation \(JER\)", 08/1993](#), or [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html), or Service regulations for the non-DoD Services.) One of the preceding criteria also must be met (par. U3125-B3a through e). The order must state that transportation services have been paid in advance by a non-federal source.

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

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and **NOTE 1** in par. U4326 on rest periods. See par. U2000-A2. APP H3, Sec C, for business-class decision support tool. Business-class accommodations may be authorized/ approved when:

a. Space is not available in economy-/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 economy-/coach-class” is used to justify other than economy-/coach-class accommodations, the business-class authorizing/approving official must require that the order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between economy-/coach-class and business class. ***Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, 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. Economy-/coach-class accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in other than economy-/coach-class accommodations is not required must require economy-/coach-class accommodations use for the return flight. See par. U2000-A2d.

b. See par. U2000-A2c for medical reasons.

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than business-class accommodations would entail danger to the member'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 or 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. armed forces attachés accompanying ministers of foreign

government's traveling to the U.S. to consult with U.S. Federal GOV'T officials (*not applicable to NOAA*). 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 (refer to the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html), or Service regulations for the non-DoD Services.) The order must state that transportation services have been paid in advance by a non-federal source.

g. Economy-/coach-class accommodations on non-U.S. certificated carriers do not provide adequate sanitation or meet health standards and non-U.S. certificated carrier service use is authorized/approved IAW the Fly America Act. See par. U3125-C for rules governing U.S. certificated 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 economy-/coach-class accommodations. An actual cost-comparison must be made and the details made part of 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, *and the TDY purpose/mission is so unexpected and 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 3** below.

**NOTE 1:** *When a business-class airfare costs less than the least expensive unrestricted economy-/coach-class airfare, no authorization/approval is required. Comparison of the business-class airfare to an economy-/coach-class airfare more expensive than the least expensive unrestricted economy-/coach-class airfare is not authorized. Upgrades to business-class at no cost to the GOV'T also do not require authorization/approval.*

**NOTE 2:** *Other than economy-/coach-class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.*

**NOTE 3:** *The "length of flight (14, 20, 30, 40 hours)" in and of itself is not sufficient justification to authorize other than economy-/coach-class accommodations. The justification must be that the TDY mission was so unexpected that 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 cause the order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between economy-/coach-class and business-class accommodations.*

**NOTE 4:** *The 14-hour flight time criterion is restricted to TDY travel only and may not be used to business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.*

**NOTE 5:**

(1) *The member or dependent is not eligible for business-class 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 (par. U3125-B4i) only applies en route to the TDY site. Less than business-class (e.g., economy-/coach-class) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.*
- (4) *When use of business-class accommodations is authorized/approved, use of available business-class airfares provided under the Contract City Pair Program is mandatory.*
- j. Congressional travel. Travel of an armed forces member accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). Ch 7, Part U.
- k. Required by Another Country's Government Regulations, MOU/MOA/SOFA. Travel of personnel employed by another country's government if required by that 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 GOV'T's interest.
5. Documentation Requirements. APP H for document requirements/procedures.
- a. Order. See par. U2000-A2a.
- b. Travel Certification. The member must certify, on the order, or by order attachment, the reason(s) for the use of other than economy-/coach-class airline accommodations. ***Circumstances justifying use of other than economy-/coach-class transportation accommodations are limited to those listed in pars. U3125-B3 and B4.*** Specific authorization/approval, including which specific condition(s) was met, and the cost difference between the other than economy-/coach-class and economy-/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 member must certify these circumstances on an order attachment. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is personally financially responsible for all additional costs resulting from other than economy-/coach-class airline accommodations use. Additional costs are the difference between the other than economy-/coach-class cost of transportation used and the transportation class for which the member/dependent was eligible.

C. U.S. certificated Air Carrier Use

***NOTE 1: 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 places in foreign areas even if U.S. certificated air carriers are available. This authority does not apply to a Uniformed Service member (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employee, or their dependents. A Uniformed Service member, DoD civilian employee, and dependents are required to use available U.S. certificated carriers for all commercial air transportation as indicated in par. U3125.***

***NOTE 2: 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 air carrier may be authorized/approved ([GSBCA 16632-RELO, 15 July 2005](#)).***

1. Requirements. Available U.S. certificated air carriers must be used for all commercial air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). Except as provided in par. U3125-C3, U.S. certificated air carrier service is available if the:

- a. Carrier performs the required commercial air transportation, and
- b. 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 (the traveler may have 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 to qualify as a U.S. certificated air carrier. 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.

***\*NOTE: Exceptions do not apply if the traveler is using an indirect route for personal convenience and a U.S. certified carrier is available over the direct route. See par. U5116-E.***

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the GOV'T and the 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 flight segment, in which case non-U.S.-certificated air carrier service may be used, but only to or 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 hours or less, and U.S. certificated air carrier use would at least double en route travel time.
- e. Air transportation on a non-U.S. certificated air carrier is paid in full directly, or later reimbursed, by a another country's GOV'T (e.g., under 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, DoD 5105.38-M, Chapter 4, par. C4.5.12, 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, U.S.-certificated air carrier must be used on every route flight segment 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 location 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.

#### EXAMPLES

\*A traveler is going from Guyana to Belize. There is no non-stop travel between the two locations; there is a U.S.-certificated carrier that goes from Guyana to NY City and then another U.S.-certificated carrier from NY City to Miami and finally a non-U.S.-certificated airfare from Miami to Belize. Alternatively, there is a non-U.S.-certificated airfare from Guyana via Miami to Belize. The 'usual routing' would be Guyana to Miami to Belize and use of a non-U.S.-certificated carrier would be appropriate as travel via NY City would extend the trip by over 6 hours.

\*A traveler going from Washington, DC, to Addis Ababa, Ethiopia could travel overnight using (currently) a city-pair from Washington to Addis Ababa via Frankfurt on a U.S.-certificated carrier (and/or code-share), with a connection time under 2 hours, and then fly to Addis Ababa on a code-share. Use of an available non-U.S.-certificated carrier from Washington to Addis Ababa would require a formal exception to 'Fly America'.

\*If there are no U.S.-certificated carriers, the general rule for DoD is to use a foreign-flag carrier to the CLOSEST point at which a U.S.-certificated carrier can be found and then use U.S.-certificated carrier(s) for the remainder of the trip. In the reverse, use U.S.-certificated carrier(s) to the farthest distance possible and then use the foreign-flag carrier for the remainder. If there is a code share airline available that uses the U.S.-certificated air carrier's flight number, that is considered to be the same as using a U.S.-certificated carrier as long as the U.S.-certificated carrier's flight number is used.

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 DoS. Determination and authorization/approval of non-U.S. certificated air carrier use based on a threat against GOV'T employees or other travelers must be supported by threat(s) evidence that forms the determination basis 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 in initiation of travel 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, ([http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)) or service regulations for non-DoD Services.

3. Non-availability Documentation. When the AO determines U.S. certificated air carriers are unavailable, commercial air transportation on a non-U.S. certificated air carrier 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. flag ship(s) or air carrier(s) used, flight identification no(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 the 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 service between the CONUS (or non-foreign OCONUS) location, and a foreign OCONUS location, the travel should be rerouted so that available U.S. certificated air carriers are used.

b. Selecting a Schedule. The following example applies par. U3125-C4a when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (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	

Using par. U3125-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 all, of the trip, the transportation cost on the non-U.S. certificated air carrier is not payable (41 CFR §301-10.143).*

## PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION

**\*NOTE: Mass Transit Subsidy Voucher.** A mass transit subsidy voucher is not covered in the JFTR. A mass transit subsidy voucher is intended only for transportation from home to work site and return to home. It is not intended for use to pay for travel to/from/between alternate work site(s). However, if a mass transit subsidy is used to travel to/from/between alternate work site(s), the traveler receives no reimbursement for that travel to/from/between alternate work site(s).

### U3500 GENERAL

\*A. Authority. Service-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under Ch 3, Parts B, C, D, and E, and Ch 4.

#### B. Local Area

\*1. Classification. The local area is:

\*a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;

\*b. Within a local commuting area of the PDS/TDY station determined by the AO/local Service in a written directive. *An arbitrary distance radius must not be established to define a local commuting area (59 Comp. Gen. 397 (1980));* or

\*c. Separate cities, towns, or installations adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis.

\*2. Designation. For DoD, the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or component.

#### C. Control and Delegation

1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.

\*2. These designated officials also are responsible for:

\*a. Furnishing public transit system tokens/tickets, when appropriate; (**NOTE: DoD or the Service must specify the business practice for managing and safeguarding such items, if applicable**), and

b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.

\*3. The furnishing of public transit system tokens/tickets does not relate to the transit subsidy program.

#### D. Reimbursable Expenses. See APP G.

#### E. Travel to and from Medical Facilities

##### 1. Official Ordered Travel at GOV'T Expense

a. A member ordered to a medical facility within the local area to:

(1) Take a required physical examination, or

- (2) Obtain a medical diagnosis and/or treatment,

is on official business and must be reimbursed for the transportation, unless GOV'T transportation is provided.

- b. Ordered travel includes additional visits if the visits are part of the required physical examination.

2. **Unofficial Travel at the Member's Expense.** *A member who voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.*

### **U3505 PDS AREA TRAVEL**

\*A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel, during usual official duty hours, between:

1. Office/duty point and another place of business;
2. Places of business; or
3. Residence and place of business other than office or duty point.

### **B. Commercial Transportation**

\*1. 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.

\*2. When reimbursement is authorized/approved, commercial travel reimbursement is authorized for actual and necessary expenses that exceed the ordinary costs incurred, for:

- \*a. Local public transit system (when tokens, tickets or cash fares are not furnished);
- \*b. Taxicab fares plus transportation-related tips; and
- \*c. Hire and operation of a special conveyance including necessary parking fees.

### **C. POC Travel**

1. General. When authorized/approved:

- a. POC travel is reimbursed using the authorized TDY mileage (par. U2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.
- b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. APP G.
- c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

- a. See par. U3320 for travel to/from a transportation terminal.

b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.

c. If the traveler does not ordinarily travel by POC to and from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

\*D. Both Commercial Transportation and POC Travel. When POC and/or commercial transportation use is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;

2. Actual cost of necessary POC parking; and

\*3. Cost of local public transit system when tokens, tickets or cash fares are not furnished (***NOTE: DoD or the Service must specify the business practices for managing and safeguarding such items, if applicable.***)

E. Examples

1. Example 1. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles ( $50 + 25 + 10 - 70 = 15$ ).

2. Example 2. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler *is not* authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

3. Example 3. The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of \$7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the \$7 ordinary commuting cost. The traveler is paid for 60 miles ( $15 + 30 + 15 = 60$  miles x TDY mileage) minus \$7.

4. Example 4. The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of \$10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost (\$10). The traveler is paid for 114 miles ( $45 + 67 + 12 - 10 = 114$  miles x TDY mileage) minus \$10.

5. Example 5. The traveler's one-way commuting cost to the PDS is \$3 (\$6 round trip) by bus. The traveler uses the bus to the PDS (\$3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a GOV'T-furnished fare card. The traveler returns to the residence by bus at a cost of \$2. The traveler *is not* authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary cost to get to work.

6. Example 6. The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The

traveler *is not* authorized TDY mileage for the travel performed (37 miles) since the distance traveled is less than the commuting distance (40 miles) to the usual work site.

7. Example 7. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of \$7.50. The traveler is reimbursed the entire \$7.50 (no deduction is made for the ordinary POC commute).

### **U3510 TRAVEL AT THE TDY LOCATION**

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;
2. Duty sites; or
3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site

\*1. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty.

\*2. The traveler must furnish a statement that GOV'T transportation was not available or, if available, was not suitable for the travel involved.

\*3. The traveler may be reimbursed for:

\*a. Daily round trips between lodging and place of duty; and

\*b. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transit system fares;
2. Taxicab fares plus transportation-related tips (*when to the GOV'T's advantage*); and
3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (*when to the GOV'T's advantage*).

\*D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed IAW par. U3505-C.

### **U3535 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's, regular working hours, and
2. Dependent on public transportation for travel, and

3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

\*C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis is to the GOV'T's advantage be written separately or be placed on the reimbursement voucher.

D. POC Mileage. *There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours ([58 Comp. Gen. 188 \(1978\)](#); [B-171969.42, 9 January 1976](#); [B-202836, 19 November 1981](#); and [B-307918, 20 December 2006](#)).*

#### **U3540 VOUCHERS AND SUPPORTING DOCUMENTS**

See Ch 2, Part F.

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## SECTION 2: TRAVEL AND TRANSPORTATION OPTIONS

### U5105 TRAVEL AND TRANSPORTATION OPTIONS

#### A. General

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

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

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

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

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

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

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

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

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

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

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

E. Travel by Mixed Modes

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

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

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

b. *Travel between local transportation terminals.*

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

3. PCS Mixed Modes Example

PCS Mixed Modes

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

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
*01 Jul	Depart:	Old PDS	CP
*01 Jul	Arrive:	LV address	
*20 Jul	Depart:	LV address	POC
*30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles DTOD distance from the leave address to the new PDS is 838 miles *MALT rate per authorized POC is \$.235/mile		'MALT-Plus' per diem rate is \$123/day Leave address M&IE is \$51 New PDS M&IE is \$71	
<b>COST FOR ACTUAL TRAVEL:</b>			
*1 Jul	Commercial air cost from old PDS to leave address (non city-pair airfare)		\$250.00
	Taxi to airport		\$ 25.00
	Per diem: 75% x \$51 =		\$ 38.25
*20 – 30 Jul	*MALT: 838 miles x \$.235/mile =		*\$196.93
	'MALT-Plus' per diem: \$123/day x 3 days =		<u>\$ 369.00</u>
<b>Total Actual Cost =</b>			<b>*\$879.18</b>
<b>COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:</b>			
*1-9 Jul	*MALT rate: 2,984 miles x \$.235/mile =		*\$701.24
	'MALT-Plus' per diem: \$123/day x 9 days =		<u>\$1,107.00</u>
<b>Total Constructed Cost =</b>			<b>*\$1,808.24</b>
*Reimburse to the traveler the actual cost (\$879.18) NTE the constructed cost (\$1,808.24).			
<b>The traveler is due:</b>			<b>*\$879.18</b>

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**SECTION 3: PCS EXAMPLES - LODGING AND 'MALT-PLUS' PER DIEM****U5106 PCS EXAMPLES - LODGING AND 'MALT-PLUS' PER DIEM**

<b>EXAMPLE 1</b>				
The <a href="#">Standard CONUS per diem rate</a> used in this example may not be current - par. U2025).				
<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi \$25
	Arrive:	New PDS		
Traveler spends \$115 for lodging on 15 July. POE per diem rate is \$188 (\$126/ \$62). POE is not the local terminal for the old PDS. M&IE for the new PDS is \$46. *MALT rate per authorized POC is \$.235/mile.				
<b>REIMBURSEMENT:</b>				
15 Jul	Per diem: \$115 (\$115 < \$126) + (75% x \$62 = \$46.50) =			\$ 161.50
	*MALT: 114 miles x \$.235/mile =			*\$26.79
16 Jul	Per diem: 75% x \$46 =			\$34.50
	Taxi			<u>\$ 25.00</u>
<b>Total Reimbursement =</b>				<b>*\$247.79</b>
<b><i>NOTE: MALT &amp; 'Lodging-Plus' per diem are paid for the same day.</i></b>				

<b>EXAMPLE 2</b>				
The <a href="#">Standard CONUS per diem rate</a> used in this example may not be current - par. U2025).				
<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi \$20
	Arrive:	New PDS		
Traveler spends \$110 for lodging on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). M&IE for the new PDS is \$60. Standard CONUS per diem = \$123. *MALT rate per authorized POC is \$.235/mile.				
<b>REIMBURSEMENT:</b>				
1-2 Aug	\$123/day x 2 days			\$246.00
3 Aug	\$110 + \$42 =			\$152.00
	*805 miles x \$.235/mile =			*\$189.18
4 Aug	75% x \$60 =			\$ 45.00
	Taxi			<u>\$ 20.00</u>
<b>Total Reimbursement =</b>				<b>*\$652.18</b>
<b><i>NOTE: Though there is another 'MALT-Plus' per diem day payable, pay 'Lodging-Plus' computed per diem for the night spent at the port.</i></b>				

EXAMPLE 3				
The <u>Standard CONUS per diem rate</u> used in this example may not be current - par. U2025).				
<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
Traveler spends \$75/night for lodging 4-9 Jun while TDY. TDY per diem rate is \$123 (\$77/ \$46). Standard CONUS per diem = \$123. *MALT rate per authorized POC is \$.235/mile.				
REIMBURSEMENT:				
1-3 Jun	\$123/day x 3 days =			\$369.00
4 Jun	\$75 + \$46 =			\$121.00
	*1,200 miles x \$.235/mile =			*\$282.00
5-9 Jun	(\$75 + \$46)/day x 5 days =			\$605.00
10 Jun	\$123/day x 1 day =			\$123.00
	*300 miles x \$.235/mile =			*\$ 70.05
<b>Total Reimbursement =</b>				<b>*\$1,570.05</b>
<b><i>NOTE: MALT is paid 4 June; pay 'Lodging-Plus' per diem since the traveler arrived at the TDY location that day.</i></b>				

EXAMPLE 4				
The <u>Standard CONUS per diem rate</u> used in this example may not be current - par. U2025).				
<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
Traveler spends \$109 for lodging on 10 Jul. POE per diem rate is \$155 (\$109/ \$46). POD is not the local terminal for the new PDS. New PDS M&IE is \$82. Standard CONUS per diem = \$123. *MALT rate per authorized POC is \$.235/mile.				
REIMBURSEMENT:				
1-9 Jul	\$123/day x 3 days =			\$369.00
10 Jul	\$109 + \$46 =			\$155.00
	*1,080 miles x \$.235/mile =			*\$253.80
11 Jul	75% x \$82 =			\$ 61.50
	*120 miles x \$.235/mile =			*\$ 28.20
<b>Total Reimbursement =</b>				<b>*\$867.50</b>
<b><i>NOTE: Though MALT is paid 11 July, pay 'Lodging-Plus' computed per diem since the traveler also traveled by TP that day. This allows the traveler to also receive TLA on 11 July.</i></b>				

## SECTION 3: MISCELLANEOUS TRAVEL FACTORS

### U5207 TRANSOCEANIC TRAVEL

#### A. Transportation Mode

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

#### B. Air Travel Medically Inadvisable

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

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

### U5210 PER DIEM RATE FOR DEPENDENT TRAVEL

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

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

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

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

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

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

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

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

D. Examples

<b>EXAMPLE 1 CONUS TO OCONUS PCS</b>				
The Standard CONUS per diem rate used in this example may not be current - par. U2025).				
Member, spouse, and 4-year old child perform PCS travel. Family spends \$150 for lodging (single room rate is \$120) on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). New PDS M&IE is \$60. Standard CONUS per diem = \$123.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
1-3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi - \$20.00
<b>REIMBURSEMENT</b>				
1-2 Aug	\$276.75 (\$123 member + 92.25 spouse + 61.50 child)/day x 2 days=			\$553.50
3 Aug	\$110 + \$42 (member) =			\$152.00
	(\$152 x 75% spouse) + (\$152 x 50% child) =			\$190.00
4 Aug	\$60 x 75% = (member)			\$ 45.00
	(\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) =			\$ 56.25
MALT	*600 miles x \$.235/mile =			*\$ 141.00
Taxi				<u>\$ 20.00</u>
<b>Total Reimbursement</b>				<b>*\$1,157.75</b>

<b>EXAMPLE 2 OCONUS TO CONUS PCS</b>				
The Standard CONUS per diem rate used in this example may not be current - par. U2025).				
Member, spouse, 14 year-old child and 10 year old child perform PCS travel. Family spends \$220 for lodging (single room rate is \$100) on 15 Jul. POE per diem rate is \$188 (\$126/ \$62). New PDS M&IE is \$46. Standard CONUS per diem = \$123.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi - \$25.00
<b>REIMBURSEMENT</b>				
15 July	$\$62 \times 75\% = \$46.50 + \$100$ (\$100 less than \$126) (member) =			\$146.50
	$\$219.75$ ( $\$146.50 \times 75\%$ /dependent $\times 2$ dependents $\geq$ age 12) + $\$73.25$ ( $\$146.50 \times 50\%$ /dependent $<$ age 12) =			\$293.00
16 July	$\$46 \times 75\% =$ (member)			\$ 34.50
	$\$51.75$ ( $\$46 \times 75\% \times 75\%$ /dependent $\times 2$ dependents $\geq$ age 12) + $\$17.25$ ( $\$46 \times 75\% \times 50\%$ /dependent $<$ age 12) =			\$ 69.00
	*MALT: 600 miles $\times$ \$.235/mile =			*\$ 141.00
	Taxi			<u>\$ 25.00</u>
<b>Total Reimbursement</b>				<b>*\$709.00</b>

**NOTE:** MALT & 'Lodging-Plus' per diem are paid for the same day.

**U5215 FACTORS AFFECTING DEPENDENT TRAVEL**

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

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

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

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

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

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

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

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

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

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

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

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

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

3. OCONUS Travel. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. U5215-D1 and U5215-D2. For travel between the aerial or water POE and the POD, authorization is determined on the dependent's age on the embarkation date. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on the date travel begins from the POD provided there is no undue delay for personal reasons. A member is liable for costs associated with undue delay for personal reasons.

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

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

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

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

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

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

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

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

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

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

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the

separated/retired spouse's last PDS to the member's PDS on that PCS order.

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

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

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

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

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

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

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

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

#### B. MALT Rate

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

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

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

## SECTION 1: POV TRANSPORTATION

### U5400 GENERAL

- A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. *These allowances are discretionary.*
- C. POV transportation is authorized unless restricted by the AO or Service PCS order regulations.
- D. Other requirements related to transporting a POV, are at the SDDC website (<http://www.sddc.army.mil/>), and "Shipping your POV" (<http://www.sddc.army.mil/sddc/Content/Pub/8808/dbcn8808.pdf>).

### U5405 ELIGIBILITY

- A. Initial Authorization. A POV (APP A1) may be authorized by a PCS order to be transported for the member's or dependents' personal use when:
1. Ordered to make a PCS to, from, or between OCONUS PDSs;
  2. A change in a ship's home port is authorized; or
  3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

***NOTE: An order authorizing a PCS to, from, or between OCONUS PDSs may authorize POV shipment even though the POV can be driven between the PDSs involved (e.g., a member PCSing from Germany to Italy may be authorized shipment of a POV).***

- B. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/transportation is authorized to/from the appropriate port/VPC.

### U5410 TRANSPORTATION

#### A. Transportation Permitted

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
  - a. POV unloading port/VPC serving the new PDS;
  - b. POV unloading port/VPC serving another authorized place (pars. U5410-B, U5455-A and B);
  - c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
  - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.
2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.

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4. For Member-Married-to-Member Couples. See par. U5420-D for combining POV shipping weight limits when husband and wife are members.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (par. U5420-B).

B. POV Transportation when Transportation to the New PDS Not Permitted

***NOTE: Storage when POV transportation is not authorized to a foreign OCONUS PDS, Ch 5, Part E2.***

1. General. A member:

a. Who is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

1. POV transportation is not permitted to the new PDS;

2. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS; or

3. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a DESIGNATED PLACE (par. U5222-C3a);

b. Is permitted transportation of one POV, intended for the member's or dependents' use, from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

1. Any place in CONUS the member designates, if the old PDS is OCONUS;

2. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or

3. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c; or

4. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

2. Subsequent Transportation. A member:

a. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command-sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/VPC serving the DESIGNATED PLACE to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

b. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS order. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5415 or U5417, or ICW authorized POV storage in Ch 5, Part E2.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at GOV'T expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or

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2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)). A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal determination.

D. Reimbursement of Rental Vehicle Cost when a POV Arrives Late. *This applies to PCS transportation.* If the POV of a member or member's dependents, transported at GOV'T expense for the member's and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30/day beginning the day a member first rents a motor vehicle after the designated required delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the required deliver date. The maximum reimbursement is \$210.***

<b>EXAMPLES</b>	
Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$00</b>
Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June – 25 June
Member receives notice POV arrived & ready for P/U:	22 June
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$210</b>
(15-21 June – 7 days @ \$30/day = \$210.00)	
Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June - 6 June
	11 June - 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
<b>Member Reimbursement Amount Authorized:</b>	<b>\$210</b>
(7 days vehicle rental @ \$30/day = \$210.00)	
Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$60</b>
(30-31 Jan – 2 days @ \$30/day = \$60.00)	
(Authorization does not start until after the RDD.)	

**U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP**

A. General. An eligible member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service concerned designates the ports, using par. U5435. No authorization exists under par. U5413-A when POV transportation to the new PDS is not permitted (par. U5410-B). For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. U5130-

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A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV, pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (par. U2600) from the:

1. Old PDS to the designated POV loading port/VPC; and
2. Designated POV unloading port/VPC to the new PDS.

Travel time, computed under par. U5160, is allowed for the round trips to deliver and pick-up a POV under par. U5413-B.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member and/or dependent(s) who travels via the POV loading port/VPC is authorized:

- a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and
- b. Reimbursement for transportation (pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

- a. Old PDS to the passenger port for self and dependents; and
- b. Passenger port to the designated POV loading port/VPC for self.

***Reimbursement for travel back to the passenger port is not authorized.***

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

- a. MALT at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. U5105-B2);
- b. MALT at the rate in par. U2605-B for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. U5105-B2); and
- c. PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

***NOTE: When a dependent accompanies the member and/or delivers the POV to the designated POV port/VPC, the travel and transportation allowances for the dependent are computed using par. U5220. If a dependent delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, par. U5413-C has dependent travel and transportation allowances.***

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2. POV Pick-up from POV Port/VPC ICW TDY En Route. An eligible member, who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:
  - a. PCS allowances for direct travel from the passenger port to the designated POV port/VPC;
  - b. MALT at the rate in par. U2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
  - c. MALT at the rate in par. U2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

***NOTE:*** When a dependent accompanies the member and/or picks up a POV from the designated POV port/VPC, the travel and transportation allowances for the dependent is computed using par. U5220. If a dependent picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, par. U5413-D has dependent travel and transportation allowances.

**U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS**

A. Transportation of a POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. A travel hazard exists between the port/VPC and PDS;
2. The member is physically unable to drive between the port/VPC and PDS; or
3. The conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

**Example 1:** The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

**Example 2:** The member is assigned to an OCONUS country. That country's GOV'T requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

**U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE**

An eligible member ordered on a PCS between CONUS PDSs may be authorized/approved transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or
2. There is insufficient time (par. U5160) for the member to drive and report to the new PDS as ordered.

***NOTE:*** A dependent's inability to drive does not satisfy this criterion.

**U5417 TRANSPORTATION OF A POV WITHIN CONUS INCIDENT TO A PCS**

A. General

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS provided that the:

- a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS;
- b. Member and dependents then travel at one time in one POC;
- c. GOV'T's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT-Plus' for driving two POCs to the new PDS (see example, par. U5417-D); *and*
- d. Member is financially responsible for all excess costs/additional expenses associated with POV transportation. ***NOTE: If the POV transportation cost exceeds the reimbursement limitation (par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.***

2. MALT and cost reimbursement are separately authorized for driving the second vehicle.

B. Member Possesses More than Two Vehicles. Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle, and
2. Must go through the Secretarial Process IAW JFTR, (par. U5015-B).

C. Restrictions

1. A member must not be authorized POV transportation at GOV'T expense if the member has:
  - a. No dependents,
  - b. No dependents *eligible* for transportation at GOV'T expense, or
  - c. No dependents being relocated incident to the PCS.
2. A member who is authorized POV transportation is not authorized commercial travel at GOV'T expense for the member and/or dependents ICW the PCS.
3. The member must personally procure all POV transportation. ***GOV'T-procured transportation is not authorized.***
4. ***Payment of TDY mileage or MALT is not authorized to drop off/pick up the POV ICW transportation.***
5. POV storage at GOV'T expense is ***not authorized*** in lieu of POV transportation in par. U5417.

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D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

**NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.**

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

<b>Step 1</b>				
<b>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</b>				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$123/day x 8 days (\$984)	+	*2,665 miles x \$.235/mile (\$626.28) =	*\$1,610.28
Spouse	\$92.25/day x 8 days (\$738) = (75% of the member's per diem)			\$ 738.00
1 <sup>st</sup> Child	\$92.25/day x 8 days (\$738) = (75% of the member's per diem)			\$ 738.00
2 <sup>nd</sup> Child	\$92.25/day x 8 days (\$738) = (75% of the member's per diem)			\$ 738.00
TOTAL				*\$3,824.28

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<b>Step 2</b>				
<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$123/day x 8 days = \$984	+	*2,665 miles x \$.235/mile (\$626.28) =	*\$1,610.28
Spouse	\$123/day x 8 days = \$984	+	*2,665 miles x \$.235/mile (\$626.28) =	*\$1,610.28
1 <sup>st</sup> Child	\$92.25/day x 8 days (\$738) =			\$ 38.00
2 <sup>nd</sup> Child	\$92.25/day x 8 days (\$738) =			\$ 38.00
TOTAL				*\$4,696.56

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<b>Step 3</b>	
<b>Reimbursement Limitation to Drive One POC and Transport One POV</b>	
*Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,696.56) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,824.28).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = ( <i>The \$1,500 amount shown is for illustration purposes only.</i> )	\$1,500.00
*2. Reimbursement limitation is \$4,696.56 (Step 2) - \$3,824.28 (Step 1) =	*\$ 872.28
*3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500 – \$872.28 =	*\$ 627.72

E. Cost Reimbursement Example. The example below is based on a member-married-to-member couple, and two other dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

<b>Step 1</b>			
<b>Member, Member, and 2 Children, Perform Concurrent Travel in One POC</b>			
<b>(See par. U5105-B)</b>			
	<u>Per Diem</u>		<u>MALT</u>
			<u>Total</u>
Member 1	\$123/day x 8 days (\$984)	+	*2,665 miles x \$.235/mile (\$626.28) =
Member 2	\$123/day x 8 days (\$984)		
1 <sup>st</sup> Child 75% of Mbr 1 Per Diem	\$92.25/day x 8 days (\$738) =		
2 <sup>nd</sup> Child 75% of Mbr 2 Per Diem	\$92.25/day x 8 days (\$738) =		
<b>TOTAL</b>			<b>*\$ 4,070.28</b>

2. Step 2. Construct the cost for the 2 members and 2 children to perform non-concurrent (*not* traveling on the same route at the same time) travel in two POCs.

<b>Step 2</b>			
<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>			
	<u>Per Diem</u>		<u>MALT</u>
			<u>Total</u>
Member 1	\$123/day x 8 days = \$984	+	*2,665 miles x \$.235/mile (\$626.28) =
Member 2	\$123/day x 8 days = \$984	+	*2,665 miles x \$.235/mile (\$626.28) =
1 <sup>st</sup> Child 75% of Mbr 1 Per Diem	\$92.25/day x 8 days (\$738) =		
2 <sup>nd</sup> Child 75% of Mbr 2 Per Diem	\$92.25/day x 8 days (\$738) =		
<b>TOTAL</b>			<b>*\$4,696.56</b>

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<b>Step 3</b>	
<b>Reimbursement Limitation to Drive One POC and Transport One POC</b>	
*Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,696.56) <i>minus</i> the cost of both members and 2 children, performing concurrent travel in 1 POC (\$4,070.28).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = ( <i>The \$1,500 amount shown is for illustration purposes only.</i> )	\$1,500.00
*2. Reimbursement limitation is \$4,696.56 (Step 2) - \$4,070.28 (Step 1) =	<u>*\$626.28</u>
*3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500-\$626.28 =	<u>*\$873.72</u>

**U5420 TRANSPORTATION RESTRICTIONS****A. POV Purchased in a Non-foreign OCONUS Area**

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at GOV'T expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.
2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary Concerned.

**B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS.** Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;
2. Determined to be necessary for reasons of national interest by the Secretary Concerned or higher authority;  
or
3. Directed by that country's government.

**C. Vehicle Size**

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
2. Excess cost collection is IAW Service regulations.
3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

**D. Combining POV Weight Limitations when Husband and Wife Are Members**

1. The 20 measurement tons limitation contained in par. U5420-C may be combined to transport one larger POV at GOV'T expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members, each under a PCS order.
2. Payment for transporting the vehicle may not exceed the total cost the GOV'T would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

**U5425 TRANSPORTATION METHODS**

***NOTE: ICW transportation of a POV within CONUS, when advantageous and cost-effective to the GOV'T, the member is responsible for making all arrangements (par. U5417).***

A. GOV'T/Commercial Transportation. Transportation of a POV may be by GOV'T/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in par. U5116-C3.

***NOTE: Transportation of a POV by air is not authorized at GOV'T expense (54 Comp. Gen. 756 (1975)).***

B. Personally Procured Transportation. An eligible member, who has not transported a POV at GOV'T expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a GOV'T representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the GOV'T had arranged the transportation ([51 Comp. Gen. 838 \(1972\)](#)). The cost of a vehicle transported on a car ferry with the member/dependent(s) is a reimbursable transportation expense (par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances (par. U5455-E).

#### U5435 PORTS/VPCS USED

A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the GOV'T for any excess cost involved.
2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV, even if the primary port/VPC is OCONUS.

C. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the GOV'T for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

#### U5440 FACTORS AFFECTING POV TRANSPORTATION

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at GOV'T expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC, whichever provides the greater authorization, serving the:

1. PDS from which the member elected not to use the POV transportation authorization, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS.

***NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable, see par. U5410-A), par. U5417, or ICW authorized POV storage in Ch 5, Part E2.***

B. Error. A POV, transported by the GOV'T to a wrong destination, must be reshipped or transshipped to the proper destination at GOV'T expense.

C. Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at GOV'T expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued. POV transportation is permitted (pars. U5410-A and U5420-B), before a PCS order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;

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2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;
3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued. General information furnished to the member concerning the issuance of a PCS order before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) are not advice that the order would be issued ([52 Comp. Gen. 769 \(1973\)](#)).

**U5445 EXCESS COST COLLECTION**

Excess transportation costs, incurred by the GOV'T must be collected (par. U1010-B9). This provision is not applicable to POV transportation aboard oceangoing car ferries.

**U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES****A. Official and Personal Situations**

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

- a. Ordered on PCS to an OCONUS PDS; and
- b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. ([65 Comp. Gen. 520 \(1986\)](#)).

2. Authorization on Next PCS. *A member who has transported a POV under par. U5455-A1 has no further POV transportation authorization on the PCS from that PDS.*

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. A member whose PDS is OCONUS, and who is not authorized transportation of a POV ICW early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an order, dependents are not returning to CONUS, etc.), is authorized, and an order may be issued providing for transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

**B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port.** When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

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transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS DESIGNATED PLACE.

C. Incident to Alert Notice. A member, authorized dependents' transportation under par. U5240-D, is authorized POV transportation under par. U5410-B.

D. PDS Evacuation. Pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at GOV'T Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at GOV'T expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. *The 20 measurement ton/vehicle restriction does not apply to par. U5455-E.*

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par. U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

**NOTE: Both POVs must be transported to the same destination.**

2. POV Transported by Other than the GOV'T

a. In lieu of having the GOV'T transport the POV(s), the member, the dependent, next-of-kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – *but not a mileage payment* - is authorized); or
- (2) Arrange transportation of the POV(s) and receive reimbursement.

**NOTE: Both POVs must be driven/transported to the same destination.**

b. The total reimbursement cannot exceed the cost that would have been incurred had the GOV'T transported/stored the POV(s). Service claims regulations has GOV'T damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

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3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at GOV'T expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at GOV'T expense, no reimbursement is paid unless **both POVs do not arrive** at the authorized destination by the designated delivery date(s).

4. Storage

a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):

- (1) Is not known;
- (2) Is subject to litigation; or
- (3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at GOV'T expense until such time as proper disposition can be made.

b. Storage in Transit (SIT). SIT of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. ***SIT in excess of 180 days in such cases is the financial responsibility of the person for whom the shipment is being made.***

c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under par. U5455-E1 when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

**U5456 TRANSPORTATION INCIDENT TO DIVORCE**

When a member has POV transportation authorized by a PCS order, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved ([61 Comp. Gen. 180 \(1981\)](#)). ***Transportation under par. U5456 exhausts the authorization for transportation of a POV under the member's PCS order.***

**U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV**

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must,

**Part E: POV Transportation & Storage/Section 1: POV Transportation**

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based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

***NOTE:*** See par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, E, and F).

***NOTE:*** See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in JFTR or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); B-183436, 22 July 1975).

**U5460 CARE AND STORAGE**

The GOV'T's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

**U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE**

This applies to GOV'T-authorized movement of a POV for a member or the member's dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at GOV'T expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30/day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first.

***NOTE:*** A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210 (Examples, see par. U5410-D).

## PART H1: LEAVE TRAVEL AND TRANSPORTATION

### U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS

#### A. Authority

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

#### B. Eligible Member

1. An eligible member is one stationed OCONUS who is ordered to:
  - a. Consecutive tours of duty at the same PDS (see APP A1 definition of IPCOT), or
  - b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) One tour is unaccompanied, or
    - (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs ([DoDI 1315.18](http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf),
2. Military Personnel Assignments. For procedures for Military Personnel Assignments see (<http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).
3. COT Requirements for Alaska or Hawai'i PDS. See [DoDI 1315.18](http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf), par. E3.7.2.2 for the COT requirements for a DoD member assigned to Alaska or Hawai'i.
4. FEML Location PDS. When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

#### C. Eligible Dependent. An eligible dependent is one who:

1. Is a dependent (see APP A1, except a child described in item 8 of the definition) on the:
  - a. Last day of the member's first tour at the old OCONUS PDS; or
  - b. Member's PCS order effective date to the new OCONUS PDS; and
2. Is command-sponsored for both tours;
3. Is/was (in the case of deferred leave travel and evacuated dependent) located at/in the member's old OCONUS PDS vicinity; and
4. Accompanies the member during both tours.

***NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.***

D. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair airfares *are authorized*.

1. Travel between Authorized Locations. Travel between authorized locations is travel:

- a. Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
- b. From the old to the new OCONUS PDSs via an authorized destination; or
- c. Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-E3.

2. Authorized Destination

- a. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR.
- b. *If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.*
- c. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/ approved travel to that destination), city-pair airfares are not authorized for transportation to/from that alternate place.

d. Examples

<b>Example 1</b>	
Member's PDS is in an OCONUS location and HOR is in a CONUS Location A. There is no city-pair airfare between the OCONUS location and CONUS Location A.	
The POLICY-CONSTRUCTED AIRFARE (APP A1) between the OCONUS location and CONUS Location A (incorporating some city-pair airfare connections):	\$1,200
Member desires to utilize COT travel to CONUS Location B.	
City-pair airfare to/from CONUS Location B:	\$1,400
Least expensive POLICY-CONSTRUCTED AIRFARE to/from CONUS Location B:	\$1,600
Since transportation to/from CONUS Location B, is more expensive than transportation to/from CONUS Location A, no city-pair airfares may be used to/from CONUS Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	
The member is <i>not responsible</i> for the additional \$200 cost if transportation to/from CONUS Location B is authorized/ approved by the Secretarial Process making the city-pair airfare to/from CONUS Location B available.	

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

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

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

5. Temporarily Absent from the PDS. Pars. U5120-B, U5120-C (member) and U5218 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel.

6. Student Dependent Travel. *COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).*

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

1. CONUS HOR

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

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

2. OCONUS HOR. A member whose HOR is OCONUS may elect to defer COT leave travel.

3. Deferred Travel

a. COT Leave Travel Completion. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires.

b. Duty ICW a Contingency Operation

(1) Limitations. Under DoDI 1327.06, a service member who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless authorized/approved by the PDUSD (P&R), or IAW Service regulations for the non-DoD Services.

(2) Exception

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

F. Reimbursement

1. Member Procured Transportation

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

<b>Example 1</b>	
<b><i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i></b>	
Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City-pair airfare one-way transoceanic trip cost:	\$775
Member elects not to use the CTO (policy violation and par. U1055) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	\$500
<b>Transoceanic airfare reimbursement (\$500) is not authorized IAW par. U5108-A.</b>	

b. Reimbursement to a Member on Behalf of an Eligible Dependent. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the GOV'T/GOV'T procured transportation cost, as appropriate, for the official distance (see par. U5105-C). ***This should almost never occur since CTO use is mandatory for all official travel.***

<b>Example 2</b>	
<b><i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i></b>	
Member's PDS is in a non-foreign OCONUS location and the HOR is in a CONUS location.	
GOV'T-procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, told to use the CTO for airfares but elects not to use the CTO for COT leave travel from the PDS to the HOR.	
The dependent purchased a one-way transoceanic ticket:	\$2,300
The member, on the traveler's behalf, is reimbursed \$1,900, the GOV'T cost for the transoceanic trip cost plus necessary ground transportation to the HOR. <b><i>The traveler is financially responsible for the additional cost of \$400 (one way). A dependent is not required to use GOV'T air transportation IAW par. U5207-A.</i></b>	

c. **POC Use.** When the Service authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. U5105-B and/or U5201. If the Service does not authorize/approve POC use, reimbursement is limited to the POLICY-CONSTRUCTED AIRFARE (see APP A definition).

<b>*Example 1</b>	
<b><i>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</i></b>	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 11-year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate @ the time of travel was \$139 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =	\$ 17.25
7. City-pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	<u>\$ 50.00</u>
<b>Total constructed GOV'T city-pair airfare cost =</b>	<b>\$1,924.63</b>
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the HOR a distance of 3,063 miles one way.	
*POC MALT: 3,063 miles x \$.235/mile =	*\$ 719.81
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)
Member's authorized per diem = 9 days x \$123/day =	\$ 1,107.00
Per diem for the accompanying spouse @ 75% of the member's amount =	\$ 830.25
Per diem for the accompanying child (under age 12) at 50% of the member's amount =	<u>\$ 553.50</u>
<b>Total actual amount =</b>	<b>*\$ 3,210.56</b>
In this example, the city-pair airfare to the HOR is less expensive than POC 'MALT-Plus' travel to the HOR. The member's reimbursement is limited to the POLICY-CONSTRUCTED AIRFARE of \$599/person if the Service did not authorize/approve POC use.	
<b>*The member is financially responsible for the additional cost (\$3,210.56 - \$1,924.63) of \$1,285.93.</b>	
If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-F1c.	

<b>*Example 2</b>	
<b><i>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</i></b>	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS residence.	
3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of \$17.25/child x 2 children =	\$ 34.50
*7. City-pair airfare cost (one way for member & 3 eligible travelers: \$969/traveler x 4 travelers =	*\$3,876.00
8. Ground transportation from OCONUS residence to airport =	\$ 70.00
<b>Total constructed GOV'T city-pair airfare cost =</b>	<b>*\$4,040.88</b>
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the HOR a distance of 3,063 miles one way.	
*POC MALT: 3,063 miles x \$.235/mile =	*\$719.81
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$123/day = \$1,107
Member's authorized per diem =	\$1,107.00
Per diem for the accompanying spouse at 75% of the member's amount =	\$ 830.25
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$553.50/child x 2 children =	\$ 1,107.00
<b>Total actual amount =</b>	<b>*\$3,764.06</b>
In this example, the city-pair airfare cost to the HOR is more expensive than POC 'MALT-Plus' travel to the HOR. Since the POLICY-CONSTRUCTED AIRFARE exceeds the actual POC cost, the member is reimbursed the actual amount. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (par. U7200-F1c).	

2. Travel Status. A member is in a travel status (par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. U7200 if a member elects:

- a. 15 days leave and transportation, under par. U7305, or
- b. Either of two other options available in lieu of transportation under par. U7305, (i.e., cash, or 30 days leave without funded transportation (DoDI 1327.06 <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>)).

**U7205 TRANSPORTATION IN PERSONAL EMERGENCIES**

A. Transportation

1. General. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW DoDI 1327.06 (Leave and Liberty Procedures), subsec. 1.j.(3), <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>) for DoD Services and/or Service regulations for Non-DoD Services (par. U1010-B10) are authorized transportation between authorized locations.

2. Transportation Mode. Air is the **only authorized transportation mode** (airport to airport transportation **NOTE** below).

3. GOV'T Air Transportation not Reasonably Available

a. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required GOV'T air transportation is not reasonably available.

b. A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).

c. See par. U7205-C for definition of "authorized location."

d. See par. U3002-B, allowing reimbursement NTE the directed mode cost, does not apply if GOV'T transportation is reasonably available and not used.

4. Transportation Cost Reimbursement. Reimbursement:

a. For transportation costs is NTE the cost of GOV'T-procured commercial air transportation between authorized locations.

b. 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).

c. For ground transportation from PDS/home/destination the airport is not authorized.

5. Dependent Personal Emergency. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

6. Travel Across CONUS. Travel across CONUS is at GOV'T expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:

a. On permanent duty OCONUS,

b. Assigned to an OCONUS ship/unit operation, or

c. With OCONUS domiciles who is on permanent duty or initial training in CONUS, or is described in pars. U7125-A, U7125-B, or U7125-C.

2. Not Eligible. A cadet/midshipman is not an eligible member for this transportation.
3. Eligible Dependent. An eligible dependent is one who:
  - a. Is command-sponsored and resides OCONUS with the member,
  - b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or
  - c. Resides in CONUS, the emergency leave location is OCONUS, and the member:
    - (1) Is on permanent duty OCONUS, or
    - (2) Has an OCONUS domicile and is on permanent duty in CONUS.

4. Domicile

- a. As used in par. U7205, domicile is a member's HOR or place:
  - (1) From which first called (or ordered) to active duty,
  - (2) Of first enlistment, or
  - (3) Of permanent legal residence.
- b. A member's domicile is only relevant to personal emergency transportation if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations

1. An eligible member and an eligible dependent are authorized:
  - a. Transportation from an originating location to a destination, and
  - b. Return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7205.
2. The authorized locations listed below (including those in par. U7205-C4b(3)) are official travel locations, and available contract city-pair airfares *may* be used.

3. Examples

***NOTE 1: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.***

***NOTE 2: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

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

<b>Example 2</b>	
A member's PDS is OCONUS and the emergency leave CONUS location is Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city-pair airfare between the PDS and Location B:	\$1,200
Round trip city-pair airfare between the PDS and Location A:	\$ 980
Since transportation to/from Location A is less expensive than transportation to/from the closest CONUS international airport, Location B, the member is authorized city-pair airfare to/from Location A (\$980) NTE the \$1,200 cost to Location B.	

4. Member and Dependent(s) OCONUS. For a member described in pars. U7205-B1a and U7205-B1b and dependent(s) described in pars. U7205-B3a and U7205-B3b:

a. Authorized origins are:

- (1) A member's PDS;
- (2) The dependent's other OCONUS location; or
- (3) The member/dependent's location when notified of the personal emergency, if the location is OCONUS. *For a member described in par. U7205-B1c and dependent described in par. U7205-B3c, check par. U7205-B3a.*

b. Authorized destinations are:

- (1) Either:
  - (a) The CONUS international airport nearest to the location from which the member/dependent departed to which a scheduled direct flight is available along a normally traveled international route; or
  - (b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. See the examples in par. U7205-C3; ***NOTE: This creates a cost limit to be used for transportation.***
- (2) An airport in a NON-FOREIGN OCONUS AREA (APP A1); or
- (3) Any other OCONUS location, as determined by the Secretarial Process.

***NOTE:*** *There is no authority for one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.*

5. Member and Dependent in CONUS. For a member described in par. U7205-B1c and dependent described in par. U7205-B3c:

- a. Authorized origins are the international airports nearest the:
  - (1) Member's PDS, or
  - (2) Dependent's location when notified of the personal emergency.
- b. Authorized destinations are:
  - (1) An international airport in a non-foreign OCONUS area, or
  - (2) Any other OCONUS location, as determined by the Secretarial Process.

***NOTE:*** *There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.*

#### **U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT**

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location) between the TDY/unit location or ship and the:

1. PDS,
2. Home port, or
3. Other location if authorized emergency leave as determined under DoDI 1327.06 (Leave and Liberty Procedures <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>) for DoD Services and/or Service regulations (par. U1010-B9).

#### B. Transportation

1. Space-required GOV'T transportation must be used if reasonably available.
2. Travel and transportation allowances are the same as if traveling on TDY.
3. The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if GOV'T transportation is reasonably available and not used.

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS/home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City-pair Airfare Use. The locations listed in par. U7206-A are official travel locations, and available contract city-pair airfares may be used. *If the member travels to a more expensive ‘other’ location, city-pair airfares are not authorized.*

F. One-way Emergency Leave Travel

1. There is no authority for one-way emergency leave travel and transportation to the ship’s location if the member departed on emergency leave while the ship was in its home port.
2. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D.
3. See par. U7215 for travel and transportation allowances when a ship relocates during the member’s authorized absence.
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to/from terminals are not included in the examples.

<b>Example 1</b>	
A member’s PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member’s emergency leave destination is Denver, CO.	
There is no city-pair airfare between Ft. Campbell and Ft. Belvoir and the POLICY-CONSTRUCTED AIRFARE (APP A1) (incorporating some city-pair airfare connections) is \$400.	
City-pair airfare cost from Ft. Campbell to Denver	\$500
POLICY-CONSTRUCTED AIRFARE cost from Ft. Campbell to Denver	\$600
Since transportation to Denver is more expensive than transportation to the PDS (Ft. Belvoir), the member is not authorized city-pair airfare to Denver. The member’s financial responsibility is \$600 of which \$400 is reimbursable.	

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

**U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)**

A. Authority

1. A member is authorized transportation allowances (*no per diem while en route to and from or while at the convalescent leave location*) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

- a. CONUS medical treatment location to a location selected by the member, and authorized/approved by the Secretarial Process, and
- b. Member-selected location to any medical treatment location.

2. Additional trips, if deemed necessary by the attending physician, may be authorized through the Secretarial Process.

B. Transportation Allowances

1. A member performing travel under par. U7210-A may select:

a. Transportation-in-kind;

b. Commercial transportation cost reimbursement when the member travels at personal expense (Ch 3, Part B), ***NOTE: IAW par. U3120-A1, it is mandatory policy that a member uses an available CTO to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110; or***

c. The TDY automobile mileage rate for the official distance.

2. GOV'T/GOV'T-procured transportation must be furnished and used to the maximum extent practicable.

C. Restrictions. ***Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.***

**U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE**

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception: A member who departed the ship on emergency leave while the ship was in its home port is authorized allowances under par. U7215 even if the member knew of the ship's relocation before departing on emergency leave.***

B. Limitation

1. A member is authorized travel and transportation allowances for additional costs associated with returning to a relocated ship.

2. Reimbursement is limited to the additional cost and is NTE the transportation cost between the ship's old and new locations.

C. Reimbursement

1. TDY travel and transportation allowances are payable.

2. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized.

3. The GOV'T/GOV'T-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations.

4. The member is financially responsible for any additional cost.

5. If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, ***city-pair fares are not authorized.***

**U7220 RECALL FROM LEAVE**

A. Member's Responsibility

1. Except as prescribed in par. U7220-B a member en route to or at a leave location, who is ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning.
2. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Authority

- a. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:

(1) Beginning the day they depart from the leave location or place they receive an order canceling leave, and ending on the arrival day at the duty station; and

(2) If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the order canceling leave.

- b. *No per diem accrues for duty at the PDS.*

2. Eligible Member. An eligible member is one who departs from a PDS/TDY station on authorized leave and is recalled to the same duty station because of:

- a. Actual contingency/emergency war operations, or

- b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

(1) Within 24 hours of departure, or

(2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

(a) A substantial portion of the scheduled leave period has been eliminated by the recall, or

(b) The leave purpose has been defeated ([60 Comp. Gen. 648 \(1981\)](#)).

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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-class offered by passenger rail carriers. See 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 economy-/coach-class 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. See JFTR, par. U3125-B2b/JTR, par. C2204 for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).

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

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

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

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

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

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

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

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

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

**ACTIVE DUTY FOR TRAINING (ADT) (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 within JFTR and/or JTR, 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).

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

## AGENCY

A. **Includes:**

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

B. Does NOT include a/an:

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

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

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

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

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

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

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

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

**ATTENDANT**. An attendant:

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

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

**AUTHORIZE(D)**

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

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible

individual has that allowance without further action by any other activity.)

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

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

### **BAGGAGE**

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

B. GOV'T material may be included.

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

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

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

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

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

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

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

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

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

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

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

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

### **CALENDAR DAY**

1. The 24-hour period from one midnight to the next midnight.

2. The calendar day technically begins one second after midnight and ends at midnight.

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

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

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

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

**CITY-PAIR AIRFARE.** An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel ([Airfares \(City Pair Program\) http://www.gsa.gov/portal/category/27228](http://www.gsa.gov/portal/category/27228)). Airfares are priced on one-way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of city-pair airfares:

A. Standard City-Pair Airfare (YCA):

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

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

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

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

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

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

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

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

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

**COMMUTED RATE** (*Civilian Employee Only*). A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See JTR, par. C5160-D4.

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

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

**CONSUMABLE GOODS (SEE HOUSEHOLD GOODS).** Consumable goods refer to expendable personal property because they are used up, as opposed to wearing out. Refer to APP F for the designated locations to which consumable goods shipments are authorized. There are three categories of consumable goods:

1. **Foodstuff:** Edible foodstuffs, e.g., canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt, and shortening which are used to make cake. Edible consumable goods directly satisfy the need for food and nourishment.
2. **Personal Maintenance:** Non-edible consumable goods include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.
3. **Household Maintenance:** Non-edible consumable goods used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

*Consumable goods do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumable goods and are prohibited in consumable goods shipments.*

**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 Defense Travel Management Office website at: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

**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/> and/or the Department of Defense at the mil.com website <http://www.gov.com/agency/dod/agency.html>)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)	American Forces Information Service	Defense Advanced Research Projects Agency	Defense Security Cooperation Agency	National Defense Intelligence College (NDIC)
	Defense Prisoner of War/Missing Personnel Office	Defense Commissary Agency	Defense Security Service	
Department of the Army	Defense Technology Security Administration	Defense Contract Audit Agency	Defense Threat Reduction Agency	Defense Acquisition University
Department of the Air Force	DoD Counterintelligence Field Activity	Defense Contract Management Agency	Missile Defense Agency	National Defense University
Department of the Navy (including the Marine Corps)	DoD Education Activity	Defense Finance and Accounting Service	National Geospatial Intelligence Agency	
DoD Inspector General	DoD Human Resources Activity	Defense Information Systems Agency	National Geospatial Intelligence College	Joint Professional Military Education Colleges
	Office of Economic Adjustments	Defense Intelligence Agency	National Security Agency/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency	Pentagon Force Protection Agency	Uniformed Services University of the Health Sciences
	Washington Headquarters Services	Defense Logistics 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. Employee's domestic partner;
3. Children of the employee, of the employee's spouse, or of the employee's domestic partner 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 the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April 2004).

4. Dependent parents (including step- and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and
5. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

**NOTE 2:** Generally, the individuals named in items 3 and 4 are the employee's dependents if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

**NOTE 3:** ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7090-A for the purpose of transportation eligibility under that Act.

**NOTE 4:** With respect to emergency leave travel, JTR, par. C7365-D.

**NOTE 5:** Whether or not an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

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

*"Issues of marital status are determined by state law, James H. Perdue, GSBCEA 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, GSBCEA 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. GSBCEA 15207-RELO, 19 May 2000; GSBCEA 14122 RELO, 16 March 1998.*

*Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.*

**Pertinent GSBCEA decisions**

*GSBCEA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>  
GSBCEA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>  
GSBCEA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>  
GSBCEA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>  
GSBCEA 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. See 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.**

**DOMESTIC PARTNER** (*Civilian Employee Only*). An adult in a domestic partnership with an employee of the same-sex.

**DOMESTIC PARTNERSHIP** (*Civilian Employee Only*). A committed relationship between two adults of the same sex, in which they:

1. Are each other's sole domestic partner and intend to remain so indefinitely;
2. Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);
3. Are at least 18 years of age and mentally competent to consent to contract;
4. Share responsibility for a significant measure of each other's financial obligations;
5. Are not married or joined in a civil union to anyone else;
6. Are not a domestic partner of anyone else;
7. Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which they reside;
8. Are willing to certify, if required by the agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under 18 USC §1001, and that the method for securing such certification, if required, must be determined by the agency; and
9. Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

## **DUTY STATION**

A. **UNIFORMED MEMBER**. For the purpose of transportation and storage of HHG and mobile homes:

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

- c. Release from active duty;
- d. Discharge, resignation, or separation, all under honorable conditions; or
- e. Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

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

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

1. **Shortest**. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical**. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

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

#### **EFFECTIVE DATE OF PCS ORDER**

A. **UNIFORMED MEMBER**

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

4. The following are examples of computing an order's effective date:

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

B. **CIVILIAN EMPLOYEE.** The date an employee is required to commence travel to comply with a PCS travel order. In determining the effective date, authorized leave/TDY en route required by the travel authorization is excluded.

**EFFECTIVE DATE OF SEPARATION (Civilian Employee Only).** The date an employee is separated from Federal service.

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Civilian Employee Only).** The date an employee or new appointee reports for duty at a new or first PDS.

**EMERGENCY TRAVEL (Civilian Employee Only).** See **TRAVEL, EMERGENCY.**

**EMPLOYEE.** A civilian individual:

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

**ESCORT.** An escort:

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

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

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

**FAMILY.** See **DEPENDENT**.

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

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

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

An individual furnished subsistence obtained by contract is performing field duty when so declared by a competent official.

**FIRST-CLASS.** See **ACCOMMODATIONS**

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

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

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

**FOREIGN SERVICE OF THE UNITED STATES** (*Civilian Employee Only*). The Foreign Service as constituted under the Foreign Service Act of 1980.

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

**FUND-APPROVING OFFICIAL** (*Civilian Employee Only*). One who provides the accounting data for authorized/approved travel orders or order amendments.

**FUNDING ACTIVITY** (*Civilian Employee Only*). The command or organization whose funds pay for the travel.

### **GEOGRAPHICAL LOCALITY**

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each U.S. territory or possession, are separate geographical localities.
3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

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

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

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

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

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

### **GOVERNMENT CONVEYANCE**

A. Includes:

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use.
2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

B. Does not Include:

1. A GOV'T-owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (JFTR, par. U5320-D and JTR, par. C2203-D). 52 Comp. Gen. 936 (1973).

**GOVERNMENT DINING FACILITY/MESS**. A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-a8b) by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

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

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

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

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

**GOVERNMENT MEAL RATE (GMR)**

A. Discount GOV'T Meal Rate. The discount GOV'T meal rate is:

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. The standard GOV'T meal rate is:

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.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2009 - 31 December 2011.

**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 (GOV'T QTRS)

***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. Lodging 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 (GTCC)**.

**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.

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## HOUSEHOLD GOODS (HHG)

### A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date 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 (GSCBA 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 3f 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.

***NOTE:*** *A domestic partner is not a spouse and cannot be authorized a HHT (1 USC §7).*

**IMMEDIATE FAMILY** (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY.**

**INCIDENTAL EXPENSES.** See **PER DIEM.**

**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) ([DoDI 1315.18, paras. E2.1.30 and E3.2](#))**

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, PDUSD(P&R), or
  - b. The Secretary Concerned.
- \*3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

**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 Defense Travel Management Office website at:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

**LODGING IN KIND** (*Uniformed Member Only*). Lodging provided by the GOV'T without cost to the member.

**LODGING-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 (See MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT))**

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

### **MISCELLANEOUS CHARGE ORDER (MCO)**

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

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

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

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

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

**MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
  - a. house trailer,
  - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member's/employee's dependents are part of the mobile home.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605-B and JTR, par. C2505-B for the current rate.

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

**NON-COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*).** Dependents not authorized/approved to reside with a member at an OCONUS location.

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

**NON-TEMPORARY STORAGE (NTS)**

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

## OCONUS

A. Locations outside the continental U.S. (CONUS).

B. **Civilian Employee Only.** For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

**OCONUS LOCALITY PER DIEM RATES.** For current per diem rates, the Defense Travel Management Office website at: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

**OFFICIAL STATION.** See **PERMANENT DUTY STATION.**

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

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

## ORDER

A. General. An order:

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

B. Types of Order

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

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

c. Repeat. Allows the traveler to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year.

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

- a. Other than economy-/coach-class transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded 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. 7 consecutive nights for a **Uniformed Member**, and up to an average of \$2 per day; or
  - b. 4 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.**

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**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)**

A. General. PDTATAC 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 Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

B. Purpose. PDTATAC'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 DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the U.S. and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 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);
- (4) Enlistment or induction into the Service (regular or during emergency); or
- (5) Temporary disability retirement.
- b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
- c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
- d. The member's home upon:
- (1) Retirement;
  - (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - (3) Release from active duty;
  - (4) Discharge, resignation, or separation, all under honorable conditions; or
  - (5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE.** The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

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

2. For an invitational traveler:

- a. The corporate limits of the city or town in which the home or principal place of business is located, or
- b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. ***When a***

*reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

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

#### PERMANENT DUTY TRAVEL (PDT)

- A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.
- B. **CIVILIAN EMPLOYEE**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

#### PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)

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

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

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

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

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy-/coach-class 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 ONLY:**

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.**

**PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER**

1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day.
4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

***NOTE:*** *The primary Residence/Home can only change if there is a break of active duty/service exceeding one full day.*

**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 an order.

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)**

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,
2. Sports equipment; and
3. Office furniture,
4. Household furniture,
5. Shop fixtures,
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

C. **MEMBER OR EMPLOYEE**

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993).

2. The following items are PBP&E:

- a. Reference material;
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
- d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), <http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf> ;
- e. Individually owned or specially issued field clothing and equipment;
- f. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and
- g. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).
- h. GOV'T-or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

D. **MEMBER'S DEPENDENT SPOUSE**

1. **General**

- a. This is *not* applicable to an *employee's* dependent spouse.
- b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

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

**PROPORTIONAL MEAL RATE (PMR).** 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.

**PUBLIC TRANSIT SYSTEM.** A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

**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 (RC).** 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.** Lodging 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 \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm), and
2. All CONUS locations when PDT is involved.

### STANDARD GOVERNMENT MEAL RATE (GMR)

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

### STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES.** The same items as those included under **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 requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

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

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

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

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

**TRANSPORTATION, POV**

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by 37 USC §554, or 5 USC §5564.
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

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

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

**TRANSPORTATION, USUAL MODE OF (Civilian Employee Only).** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

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

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

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

**TRAVEL AUTHORIZATION/ORDER.** See **ORDER**.

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

**TRAVEL, EMERGENCY (Civilian Employee Only).** Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

**TRAVEL, INVITATIONAL**

1. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.

2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

**TRAVEL MANAGEMENT CENTER (TMC)**

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.
2. See **TRAVEL MANAGEMENT SYSTEM (TMS)**.

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

**TRAVEL, OFFICIAL**

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
  - a. Within/in 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 (UB).** See **BAGGAGE, UNACCOMPANIED.**

**UNACCOMPANIED MEMBER (*Uniformed Member Only*).** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR (*Uniformed Member Only*)**

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).
3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour (DoDI 1315.18, par. E2.1.50).

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

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

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

**UNUSUALLY ARDUOUS SEA DUTY (*Uniformed Member Only*).** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

**UPON SEPARATION FROM FEDERAL SERVICE (*Civilian Employee Only*).** All dates following the date an employee is separated from Federal Service.

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

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

**U.S. INSTALLATION**

1. A base, post, yard, camp or station:
  - a. Under the local command of a uniformed service,

- b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
- c. At which there are U.S. GOV'T operations.

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

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

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

**YEARS OF SERVICE** (*Uniformed Member Only*). Any service authorized to be credited in computation of basic pay under 37 USC §205.

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**APPENDIX 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. A traveler is 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, check or EFT.</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 be authorized/ approved by the AO (JFTR, par. U3015 and JTR, par. C2302).</p>	X	X	X	X
<p><b>Baggage Expenses.</b> Reimbursement is authorized for necessary travel and transportation-related baggage expenses incurred on official business. This includes even the first piece of accompanied baggage if there is a charge for the first piece. Charges relating to the second and subsequent bags may be reimbursed when the Service/Agency determines the expenses are necessary and in the GOV'T's interest. These expenses include:</p> <ol style="list-style-type: none"> <li><u>Baggage Transfer</u>. NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel.</li> <li><u>Baggage Storage</u> (with explanation).</li> <li><u>Curbside Baggage Check-in Fee</u> <ol style="list-style-type: none"> <li><u>Uniformed Member</u>. Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not</li> </ol> </li> </ol>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><i>authorized.</i> A tip, separate from the fee itself, is reimbursable.</p> <p>b. <b>Civilian Employee.</b> Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</p>				
<p><b>Baggage Handling Tips</b></p> <p>1. <b>Uniformed Member</b></p> <p>a. <b>Transportation Terminal.</b> Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</p> <p>b. <b>Lodging Establishment.</b> Reimbursement is authorized <i>only</i> for transportation-related tips for handling <i>GOV'T property</i> at lodging establishments.</p> <p>2. <b>Civilian Employee.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following:</p> <p>a. A traveler with a disability/special need (JTR, par. C7460-4),</p> <p>b. Handling of GOV'T property,</p> <p>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</p> <p>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.</p>	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> <p>1. <b>Reimbursable.</b> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.</p> <p>2. <b>Not Reimbursable.</b> Fees for cashing salary checks/drafts are not authorized.</p>	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
<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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Currency Conversion Fees</b>	X	X	X	X
<p>1. <u>Reimbursable</u></p> <p>a. The fee charged ICW currency conversion, including cash conversions.</p> <p>b. The “international transaction fee” for official qualifying transactions charged by:</p> <p>(1) <u>GTCC</u>. This 1% charge is listed as a separate line item on the billing statement.</p> <p>(2) <u>Other than GTCC</u>. When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this charge on a non-GTCC billing statement is reimbursable.</p> <p>2. <u>Not Reimbursable</u>. Losses resulting from currency conversions (<a href="#">63 Comp. Gen. 554 (1984)</a>). <b><i>NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.</i></b></p> <p>3. <u>Exchange Rates</u>. 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.</p> <p>4. <u>Supplemental Vouchers</u>. 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.</p>				
<p><b>Conveyance, Government.</b> <i>When a GOV'T conveyance is authorized</i>, reimbursement is authorized for allowable expenses incurred in operating the GOV'T conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When GOV'T supplies or facilities are not available, examples of allowable expenses are:</p> <p>1. Gasoline and oil;</p> <p>2. Parking fees;</p> <p>3. Repairs;</p> <p>4. Ferry fares;</p> <p>5. Bridge, road or tunnel tolls;</p> <p>6. trip insurance for travel in foreign countries (APP G, Insurance, Driving-Related);</p> <p>7. Guards; and</p> <p>8. Storage fees.</p>		X		X
<p><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.</p>	X	X	X	X
<p><b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.</p>		X		X
<p><b>Energy Surcharge Fees</b></p>	X	X	X	X
<p><b>Green Card.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				
<p><b>GTCC</b></p> <p>1. <u>Late Payment Delinquent Fees</u>. 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.</p> <p>2. <u>Expedited Delivery</u>. Reimbursable when authorized/approved by the AO.</p>		X		X
<p><b>Guide Services.</b> Reimbursable when authorized/approved by the AO.</p>		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<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.  2. <b>Not Reimbursable for OCONUS Travel.</b> <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X
<b>Laundry/Dry-Cleaning Expenses (Uniformed Member Only)</b>  1. <b>Reimbursable for CONUS Travel.</b> 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. <b>Not Reimbursable for OCONUS Travel.</b> <i>Laundry/dry-cleaning and/or pressing of clothing is not 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 a member/employee but not 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		

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><b>Lodging Tax</b> (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).</p> <p>1. <b>Reimbursable.</b> 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.</p> <p>2. <b>Not Reimbursable.</b> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i>.</p>	X	X	X	X
<p><b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				
<p><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.</p>				
<p><b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</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> <ol style="list-style-type: none"> <li>Traveler acted reasonably and prudently in incurring lodging expenses;</li> <li>Traveler had a reasonable expectation of completing the TDY as authorized;</li> <li>Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and</li> <li>Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.</li> </ol>		X		X
<p><b>Packer Services.</b> Reimbursable when authorized/approved by the AO.</p>		X		X
<p><b>Paper Tickets.</b> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i></p>	X	X	X	X
<p><b>Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.</p>		X		X
<p><b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b></p> <p>1. <b>Reimbursement Eligibility</b></p> <ol style="list-style-type: none"> <li><b>General.</b> Reimbursement is authorized for a:                     <ol style="list-style-type: none"> <li>Member,</li> <li>Employee, and</li> <li>Dependent (member's and/or employee's).</li> </ol> </li> <li><b>Uniformed Member.</b> Reimbursement authority is for a member who is:                     <ol style="list-style-type: none"> <li>Assigned to a foreign OCONUS area,</li> <li>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>Emergency Technical Support Personnel. Item 5 below.</li> </ol> </li> </ol>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>c. <b>Civilian Employee.</b> Reimbursement authority is for an employee who is:</p> <p>*(1) A U.S. citizen (required when serving under a transportation or renewal agreement in a foreign country, but not for TDY or a dependent.)</p> <p>(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,</p> <p>(3) Serving under a service or renewal agreement, and</p> <p>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</p> <p>(5) Emergency Technical Support Personnel. Item 5 below.</p> <p>d. <b>Dependent (Member's or Employee's).</b> Reimbursement authority is for a dependent who is:</p> <p>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.</p> <p>2. <b>Acquired Dependent (Uniformed Member Only).</b> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <b>Biometric Fees.</b> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <b>Dependent Fee.</b> Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <b>Emergency Technical Support Personnel.</b> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <b>Visa, Green card, and Photograph Fee for OCONUS Travel.</b> These fees are reimbursable ICW official travel.</p> <p>7. <b>Legal Service Fees.</b> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. <b>Medical Expenses.</b> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are <b>not</b> reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. <b>Passport Fees.</b> An official traveler ordinarily travels on a no-fee passport. The three types of <a href="#">U.S. passports</a> are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be used for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a <a href="#">regular fee passport</a>. <a href="http://www.state.gov/travelandbusiness/">http://www.state.gov/travelandbusiness/</a>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>10. <b>Physical Examination Fees.</b> These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (<a href="#">GSBCA 15435-RELO, 9 April 2001</a>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<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>				
<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.				
<b>Pet Quarantine.</b> JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X	
<p><b>Phone Calls (Official)</b></p> <p>1. The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),</p> <p>b. Should limit communications to a dollar amount in advance of the TDY, and</p> <p>c. May approve charges after the TDY completion, when appropriate (adopted from <a href="#">GSBCA 14554-TRAV, 18 August 1998</a>).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<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
<p><b>Privately Owned Conveyance (POC) Use on TDY.</b> In addition to a TDY mileage allowance, the following official business costs are allowable:</p> <p>1. Ferry fares, bridge, road and tunnel tolls;</p> <p>2. Automobile parking fees; (related to official business only (except those incident to PDT)); and</p> <p>3. Aircraft landing, parking, and tie-down fees.</p>		X		X
<b>Registered Traveler Membership Fee.</b> Individual traveler membership in a registered and/or trusted traveler program is <b>NOT</b> a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is <i>statutorily prohibited</i> 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
<p><b>Rental Car Reimbursable Expenses.</b> See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</p> <p><b>NOTE:</b> <i>Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</i></p>		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Reports/Correspondence Preparation Services</b> (incl. associated necessary equipment). Services of typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. Mission-related expenses.		X		X
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X
<b>Service and Processing Fees.</b>  1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:  a. Through a CTO/TMC, and  b. When a CTO/TMC is not available.  2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X
<b>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</b>  <i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</i>  1. <b>Restrictions.</b> Reimbursement for the purchase of any items listed below is not authorized.  2. <b>CTO Use.</b> A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.  3. <b>Reimbursable Expenses.</b> <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i>  a. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.  b. Rental cost, tax and local assessments on rental vehicle users.  c. Necessary gas and oil.  d. Aircraft landing and tie-down fees.  e. Transportation to and from the rental facility, public transit systems, and taxi fares.  f. Parking; ferry fares; bridge, road and tunnel tolls;  g. Traveler access fee (when charged);  h. Garage, hangar, or boathouse rental.  i. Operator's subsistence.  j. Optional extra collision hull insurance for rental aircraft.  k. Mandatory rental car insurance coverage required in foreign countries.  l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.  m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use.  n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business.  o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. <a href="http://redbook.gao.gov/15/f0072480.php">B-204486, 19 January 1982 (http://redbook.gao.gov/15/f0072480.php)</a>.</p> <p>p. <u>Rented Motor Vehicle Damage</u></p> <p>(1) <u>DoD Travelers</u>. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the DoDFMR, Volume 9, Chapter 4, (<a href="http://www.dtic.mil/comptroller/fmr/">http://www.dtic.mil/comptroller/fmr/</a>), Statements, itemized bills, and an accident report are typical requirements (<a href="#">47 Comp. Gen. 145 (1967)</a>). 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 <a href="http://www.defensetravel.dod.mil/Rental/">http://www.defensetravel.dod.mil/Rental/</a>.</p> <p>(2) <u>Uniformed Non-DoD Service Member</u>: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.</p> <p>q. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.</p> <p>4. <u>Expenses that are NOT Reimbursable</u>. The following expenses are <i>NOT</i> reimbursable:</p> <p>a. <u>Personal Accident Insurance</u>. Personal accident insurance is a personal expense and is not reimbursable.</p> <p>b. <u>Rental Car Insurance in the U.S./Non-foreign OCONUS Location</u>. 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. <i>See I to above for classified operations.</i></p> <p>c. <u>Damage to Rental Car when Being Used on Other than Official Business</u>. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. <i>Example: TDY ends on Friday. The traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).</i></p>				
<u>Storage of Property Used on Official Business</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Technology Equipment</u> . Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X
<u>Tips Aboard Commercial Ships (Uniformed Member Only)</u> . Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X			
<u>Tips for Handling GOV'T Property</u> . Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X
<u>Tips, Transportation-Related</u> . Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
<u>Transportation to/from Terminal</u> . POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
<u>Travel and Transportation Related Expenses</u> . Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
<u>Value Added Tax (VAT) Certificate</u> . The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
<u>Visa and Photograph Fees for OCONUS Travel</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

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