

**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)****CHANGE 298****1 OCTOBER 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 October 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)

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

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

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

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

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

- D. Applicable MAP Items and Brief of Revisions. This change includes all material and revisions written in the following MAP Items:

**MAP 60-11(E)** -- Clarifies PCS Travel and Transportations Allowances for ITDY. Clarifies travel and transportation allowances for a member upon completion of Indeterminate Temporary Duty (ITDY). Affects par. U4605-C.

**MAP 61-11(E)** -- Per Diem at the PDS. Adds CBCA decision as a reference indicating that per diem ICW transportation delays at the PDS may be paid in certain extremely limited circumstances after returning to the PDS vicinity from the TDY location. Affects par. U4105-H.

**MAP 66-11(I)** -- Duplicate Payment Rewrite. Standardizes format and corrects verbiage. Affects par. U1000-D.

**MAP 69-11(I)** -- Hyperlink Maintenance throughout Chapters 1 – 3. Performs routine maintenance throughout Chapters 1-3 of the JFTR with emphasis on hyperlinks to all outside publications. Affects pars. U1045-A2, U1051, U1205, U2010-D, NOTE 1, U2015-B, U2020-A3, U2020-A6, U2200-C3b, U2500, U2505, U2600-A2a, U3105, U3125-B3, U3125-B3f, U3125-B4f, U3130-E, U3130-F1, U3135-C2, U3200-A, U3335-C2, and U3415-G,

**MAP 70-11(I)** -- NTS of HHG. Clarifies allowable NTS costs. Affects par. U5380 and APP A.

**MAP 72-11(I)** -- USSOUTHCOM FEML. Recertifies 27 FEML locations with an effective date of 16 June 2011. Affects APP S.

**MAP 75-11(I)** -- Tour Length for Los Llanos Air Base, Albacete, Spain. Adds a 24-month accompanied and unaccompanied tour length for USAF personnel assigned to Los Llanos Air Base in Albacete, Spain. Affects APP Q1.

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

**CHANGE 298**

**1 OCTOBER 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	298	286	286	286	286	286	286	286	286	286	286	286	286	282
Part C	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part D	277	277	277	277	277	277	277	277	277	277	277	277	277	277
<b>Chapter 2</b>														
TOC	292	292	292	292	292	292	292	290	290	289	287	287	280	280
Part A	298	297	292	292	292	292	292	289	289	289	288	287	286	278
Part B	293	293	293	293	293	293	288	288	288	288	288	286	286	283
Part C	298	264	264	264	264	264	264	264	264	264	264	264	264	264
Part D	294	294	294	294	294	288	288	288	288	288	288	282	282	282
Part E	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part F	298	297	287	287	287	287	287	287	287	287	287	287	286	264
Part G	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part H	298	295	295	295	290	290	290	290	290	289	286	286	286	278
<b>Chapter 3</b>														
TOC	287	287	287	287	287	287	287	287	287	287	287	287	286	278
Part A	295	295	295	295	294	291	291	291	290	288	288	287	286	284
Part B1	298	295	295	295	294	292	292	290	290	289	288	286	286	280
Part B2	298	296	296	295	292	292	292	286	286	286	286	286	286	280
Part B3	298	292	292	292	292	292	292	287	287	287	287	287	264	264
Part B4	298	292	292	292	292	292	292	291	286	286	286	286	286	278
Part C	298	294	294	294	294	271	271	271	271	271	271	271	271	271
Part D	298	290	290	290	290	290	290	290	290	289	288	286	286	276
Part E	298	297	292	292	292	292	292	290	290	289	287	287	285	285
Part F	296	296	296	292	292	292	292	278	278	278	278	278	278	278
Part G	264	264	264	264	264	264	264	264	264	264	264	264	264	264
<b>Chapter 4</b>														
TOC	292	292	292	292	292	292	292	290	290	289	287	287	281	281
Part A	297	297	283	283	283	283	283	283	283	283	283	283	283	283
Part B	298	297	294	294	294	292	292	291	290	289	288	287	286	283
Part C	297	297	294	294	294	292	292	288	288	288	288	279	279	279
Part D	295	295	295	295	293	293	290	290	290	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	292	292	292	288	288	288	288	283	283	283
Part G	298	289	289	289	289	289	289	289	289	289	286	286	286	283
Part H	294	294	294	294	294	289	289	289	289	289	283	283	283	283

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Part I	298	292	292	292	292	292	292	288	288	288	288	280	280	280
Part J	265	265	265	265	265	265	265	265	265	265	265	265	265	265
<b>Chapter 5</b>														
TOC	294	294	294	294	294	284	284	284	284	284	284	284	284	284
Part A	276	276	276	276	276	276	276	276	276	276	276	276	276	276
Part B1	278	278	278	278	278	278	278	278	278	278	278	278	278	278
Part B2	296	296	296	291	291	291	291	291	290	288	288	279	279	279
Part B3	296	296	296	291	291	291	291	291	288	288	288	279	279	279
Part B4	290	290	290	290	290	290	290	290	290	278	278	278	278	278
Part B5	277	277	277	277	277	277	277	277	277	277	277	277	277	277
Part B6	267	267	267	267	267	267	267	267	267	267	267	267	267	267
Part B7	270	270	270	270	270	270	270	270	270	270	270	270	270	270
Part B8	294	294	294	294	294	264	264	264	264	264	264	264	264	264
Part B9	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C1	288	288	288	288	288	288	288	288	288	288	288	286	286	281
Part C2	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C3	296	296	296	291	291	291	291	291	288	288	288	279	279	279
Part C4	298	289	289	289	289	289	289	289	289	289	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	294	294	291	291	291	287	287	287	287	286	284
Part C7	294	294	294	294	294	290	290	290	290	286	286	286	286	284
Part D1	294	294	294	294	294	292	292	291	289	289	288	286	286	283
Part D2	286	286	286	286	286	286	286	286	286	286	286	286	286	283
Part D3	290	290	290	290	290	290	290	290	290	286	286	286	286	285
Part D4	290	290	290	290	290	290	290	290	290	288	288	283	283	283
Part D5	292	292	292	292	292	292	292	270	270	270	270	270	270	270
Part D6	289	289	289	289	289	289	289	289	289	289	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	293	293	283	283	283	283	283	283	283	283
Part D10	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part D11	298	286	286	286	286	286	286	286	286	286	286	286	286	281
Part D12	289	289	289	289	289	289	289	289	289	289	283	283	283	283
Part E1	296	296	296	291	291	291	291	291	288	288	288	283	283	283
Part E2	278	278	278	278	278	278	278	278	278	278	278	278	278	278
Part F	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part G1	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part G2	291	291	291	291	291	291	291	291	286	286	286	286	286	277
Part G3	291	291	291	291	291	291	291	291	277	277	277	277	277	277
Part H	297	297	288	288	288	288	288	288	288	288	288	286	286	284
Part I	286	286	286	286	286	286	286	286	286	286	286	286	286	270
Part J	297	297	285	285	285	285	285	285	285	285	285	285	285	285
Part R	263	263	263	263	263	263	263	263	263	263	263	263	263	263
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Part A1	293	293	293	293	293	293	286	286	286	286	286	286	286	282
Part A2	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part A3	297	297	292	292	292	292	292	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	286	286	267
Part B1	293	293	293	293	293	293	286	286	286	286	286	286	286	282
Part B2	265	265	265	265	265	265	265	265	265	265	265	265	265	265

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Part B3	292	292	292	292	292	292	292	278	278	278	278	278	278	278
Part B4	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B5	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B6	266	266	266	266	266	266	266	266	266	266	266	266	266	266
<b>Chapter 7</b>														
TOC	294	294	294	294	294	293	291	291	289	289	288	286	286	284
Part A	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part B	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part C	286	286	286	286	286	286	286	286	286	286	286	286	286	265
Part D	282	282	282	282	282	282	282	282	282	282	282	282	282	282
Part E	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part F1	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part F2	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part F3	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part G	292	292	292	292	292	292	292	291	290	289	288	284	284	284
Part H1	296	296	296	294	294	291	291	291	288	288	288	286	286	283
Part H2	288	288	288	288	288	288	288	288	288	288	288	284	284	284
Part I	286	286	286	286	286	286	286	286	286	286	286	286	286	275
Part J	294	294	294	294	294	289	289	289	289	289	285	285	285	285
Part K	282	282	282	282	282	282	282	282	282	282	282	282	282	282
Part L	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part M	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part N	288	288	288	288	288	288	288	288	288	288	288	265	265	265
Part O	289	289	289	289	289	289	289	289	289	289	278	278	278	278
Part P	290	290	290	290	290	290	290	290	290	265	265	265	265	265
Part Q	294	294	294	294	294	287	287	287	287	287	287	287	264	264
Part R	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part S	293	293	293	293	293	293	264	264	264	264	264	264	264	264
Part T	294	294	294	294	294	265	265	265	265	265	265	265	265	265
Part U	294	294	294	294	294	292	292	286	286	286	286	286	286	280
Part V	298	288	288	288	288	288	288	288	288	288	288	265	265	265
Part W	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part X	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part Y	292	292	292	292	292	292	292	291	280	280	280	280	280	280
Part Z1	288	288	288	288	288	288	288	288	288	288	288	278	278	278
Part Z2	288	288	288	288	288	288	288	288	288	288	288	278	278	278
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Part B	280	280	280	280	280	280	280	280	280	280	280	280	280	280
Part C1	297	297	286	286	286	286	286	286	286	286	286	286	286	277
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	293	293	290	290	290	264	264	264	264	264
Part C5	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C6	292	292	292	292	292	292	292	288	288	288	288	286	286	274
Part C7	297	297	294	294	294	292	292	275	275	275	275	275	275	275
Part D	290	290	290	290	290	290	290	290	290	282	282	282	282	282
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Part A	297	297	293	293	293	293	292	291	290	280	280	280	280	280
Part B	284	284	284	284	284	284	284	284	284	284	284	284	284	284
Part C	290	290	290	290	290	290	290	290	290	270	270	270	270	270
Part D	293	293	293	293	293	293	291	291	282	282	282	282	282	282
Part E1	293	293	293	293	293	293	278	278	278	278	278	278	278	278
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	291	291	277	277	277	277	277	277
Part E9	284	284	284	284	284	284	284	284	284	284	284	284	284	284
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
Part E12	291	291	291	291	291	291	291	291	263	263	263	263	263	263
Part E13	288	288	288	288	288	288	288	288	288	288	288	280	280	280
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Part 1	297	297	294	294	294	293	292	284	284	284	284	284	284	284
Part 2	297	297	292	292	292	292	292	290	290	280	280	280	280	280
Part 3	297	297	287	287	287	287	287	287	287	287	287	287	280	280
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Part 1	289	289	289	289	289	289	289	289	289	289	289	288	266	266
Part 2	275	275	275	275	275	275	275	275	275	275	275	275	275	275
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<b>Appendix H</b>														
TOC	290	290	290	290	290	290	290	290	290	289	286	286	286	278
Part 1	286	286	286	286	286	286	286	286	286	286	286	286	286	274
Part 2A	286	286	286	286	286	286	286	286	286	286	286	286	286	274
Part 2B	286	286	286	286	286	286	286	286	286	286	286	286	286	266
Part 2C	292	292	292	292	292	292	292	288	288	288	288	286	286	266
Part 3A	289	289	289	289	289	289	289	289	289	289	289	286	286	266
Part 3B	292	292	292	292	292	292	292	288	288	288	288	286	286	266
Part 4A	286	286	286	286	286	286	286	286	286	286	286	286	286	278
Part 4B	286	286	286	286	286	286	286	286	286	286	286	286	286	278
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Part 5B	289	289	289	289	289	289	289	289	289	289				
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TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	269	269	269	269	269	269	269	269	269	269	269	269	269	269
Part 2	269	269	269	269	269	269	269	269	269	269	269	269	269	269
Part 3	292	292	292	292	292	292	292	269	269	269	269	269	269	269
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Part 1	292	292	292	292	292	292	292	269	269	269	269	269	269	269
Part 2	292	292	292	292	292	292	292	269	269	269	269	269	269	269
Part 3	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 4	266	266	266	266	266	266	266	266	266	266	266	266	266	266
<b>Appendix M</b>														
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TOC	267	267	267	267	267	267	267	267	267	267	267	267	267	267
Part 1	275	275	275	275	275	275	275	275	275	275	275	275	275	275
Part 2	294	294	294	294	294	289	289	289	289	289	287	287	285	285
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<b>Appendix P</b>														
TOC	290	290	290	290	290	290	290	290	290	287	287	287	286	267
Part 1	287	287	287	287	287	287	287	287	287	287	287	287	280	280
Part 2	292	292	292	292	292	292	292	289	289	289	287	287	286	278
<b>Appendix Q</b>														
TOC	290	290	290	290	290	290	290	290	290	263	263	263	263	263
Part 1	298	295	295	295	294	286	286	286	286	286	286	286	286	285
Part 2	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part 3	286	286	286	286	286	286	286	286	286	286	286	286	286	285
Part 4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
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## PART A: APPLICABILITY AND GENERAL INFORMATION

### U1000 APPLICATION

A. Authority. The JFTR contains basic statutory regulations concerning a Uniformed Service member's travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and 37 USC Chapter 7.

B. Application. Each Active and RC member, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DOS) to which assigned, is covered by JFTR. APPs A1 for definitions and A2 for acronyms.

C. Authorization Not Stated. There may be circumstances under which payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e., just because the JFTR does not say something cannot be done does not mean that it can be done).

#### D. Duplicate Payment

\*1. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid to the traveler by another entity.

\*2. *Expenses reimbursed by another entity must not be paid by the GOV'T.*

\*3. A non-deductible meal (par. U4167) provided to a traveler in a per diem status is not a duplicate payment.

\*4. The traveler is financially responsible for duplicate payments received, including any allowances covered in JFTR.

\*5. The Improper Payments Information Act of 2002, Public Law 107-300 may apply. See [http://www.whitehouse.gov/omb/memoranda\\_m03-13](http://www.whitehouse.gov/omb/memoranda_m03-13).

#### E. Travel not Paid for by the GOV'T

1. These regulations:

a. Address allowances paid/reimbursed by the GOV'T.

b. Do **not** address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

2. A travel authorization permitting travel at the traveler's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.

### U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized JFTR allowances as opposed to the allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

### U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. **NOTE: DoDD 5154.29 requires that**

***PDTATAC staff review all written material that implements JFTR provisions.*** The DIAM 100-1 provides special allowances for a DoD member, who is a U.S. national, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects dependents. ***A member may not receive allowances under the DIA regulations and allowances prescribed in JFTR for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be taken under each program or both under one program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,
5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,
7. Dependent representational travel,
8. Removal of dependents and HHG,
9. Transportation of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

## U1007 COMPUTATION RULES

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

1. Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and [PMR computations](#) are rounded to the next highest dollar with the par. U1007-A2 provisions in force.
2. AEA computation is rounded up to the nearest dollar. For example, \$29.25 = \$30. The AEA must not exceed the approved maximum locality per diem rate percentage. ***When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate.*** For example, reduce an AEA M&IE of \$76.50 to \$76 as shown in par. U4265, Example 3.
3. PMR computation is rounded-up to the nearest dollar.

***NOTE: A conference lodging allowance is a pre-determined allowance of up to 125 percent of the applicable lodging per diem rate (rounded to the next highest dollar). For example, the locality lodging rate of \$100 may be increased to \$125. A conference lodging allowance is not an AEA and must not used with AEA per diem. APP R, Part 2, par. M.***

B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate. For OCONUS travel, the PDTATAC Regulations Chief may authorize a per diem rate exceeding 300% only prior to the official travel IAW par. U4250.

### U1008 CHAPLAIN-LED PROGRAMS

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or RC member in an 'active status' as defined in 10 USC §10141, and the member's immediate family, in building and maintaining a strong family structure. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an *official* capacity as outlined in APP E, Part I are to be sent using an official TDY order or an ITA, as appropriate. *For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs.* The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

### U1010 IMPLEMENTATION

A. Allowance Regulations. *The allowance regulations in the JFTR require no further allowances implementation.* When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that supplemental written material paragraphs reference the JFTR. DoDD 5154.29 (<http://www.dtic.mil/whs/directives/corres/pdf/515429p.pdf>) requires that PDTATAC staff review all DoD written material that implements JFTR provisions to ensure per diem, travel and transportation, and other allowances are uniformly applied. Non-DoD Uniformed Services may submit their written material as desired. See par. U1000 for the applicable JFTR provisions which are subject to review by the PDTATAC staff. Written material in Word should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section, for review to:

1. Email address: [pdtatac@dtmo.pentagon.mil](mailto:pdtatac@dtmo.pentagon.mil); or
2. Mail to:

Per Diem, Travel and Transportation Allowance Committee  
Attn: Policy & Regulations Branch  
4800 Mark Center Drive  
Suite 04J25-01  
Alexandria, VA 22350-9000

B. Implementation. Each Service or Services jointly, should issue implementing administrative and/or procedural written material for certain allowances. The listing below cites allowances that do or should have Service implementing written material. There may be additional implementing written material requirements that are not specifically cited below.

1. Completion and submission of travel vouchers (Ch 2, Part F);
2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);
3. Order endorsements related to foreign flag carrier use (par. U3125-C3);
4. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U1500);
5. Procedures and conditions under which advance payments are authorized including those in:
  - a. PDT: Ch 5, Parts B (par. U5104); C (par. U5204); D (par. U5319); E2 (par. U5479); F (par. U5560); G

- (par. U5600); and H (par. U5725) may be paid IAW par. U5020.
- b. Evacuation Allowances: Ch 6, Parts A and B (pars. U6001-F and U6050-F);
  - c. Recruiting expenses (par. U7033);
  - d. TLA (par. U9157);
  - e. OHA (par. U10028) ***NOTE: Advance MIHA is not authorized.***
- 6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
  - 7. Required documentation for personally procured transportation reimbursement or POC travel for dependents ICW a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-D);
  - 8. Claims for personally procured HHG transportation (par. U5320-D);
  - 9. Member financial responsibility (pars. U2010, U3015, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
  - 10. Personal emergency determination (par. U7205-A);
  - 11. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 5, Part R);
  - 12. Currency loss/gain procedures for OHA (Service Regulations IAW par. U10028-D);
  - 13. Command sponsorship criteria (APP A DEPENDENT, COMMAND SPONSORED definition);
  - 14. Establishing children's dependency (APP A DEPENDENT definition),
  - 15. CTO use policy (par. U3120);
  - 16. Travel and transportation for a family member incident to the repatriation of a member held captive (par. U5258);
  - 17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and
  - 18. Order writing procedures for certain foreign uniformed personnel (Ch 7, Parts Z1 and Z2).
  - 19. Dependent escort travel and transportation allowances (par. U5241-E).

#### **U1015 EXPENDITURE AUTHORITY**

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/or in law.

#### **U1020 REGULATION CHANGE EFFECTIVE DATE**

A change to JFTR is effective, unless otherwise noted, on the published change date in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

**U1025 GAO (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental written material to specific travel circumstances is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA or CBCA, and OSD GC. GAO, DOHA, GSBCA, CBCA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

**U1030 TERMINOLOGY**

The terminology used in JFTR may be unique to JFTR. Consult APP A, and the relevant Chapters and Parts, to determine the exact definition of a specific term. Definitions in JFTR are not necessarily applicable to other GOV'T regulations.

**U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

The SECDEF may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *Department of Defense Domestic Dependent School written material. DDESS funds and issues necessary orders.*

**U1035 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM**

If a member is authorized PAC IAW OUSD (P&R) Memorandum, 15 May 2008, and DoDFMR, Volume 7A, Chapter 13, the member is authorized IE as part of the PAC even though not in a travel status.

**U1037 TDY CANCELED OR CHANGED**

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

**U1039 DEFENSE TRAVEL SYSTEM (DTS)**

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

B. Travel Computed under DTS. DTS covers individual TDY travel for business, travel for schoolhouse training, deployment or personnel traveling together with or without no/limited reimbursement, and certain travel under special circumstances. It does not cover travel for PCS (Ch 5), or evacuation (Ch 6). It does, however, cover RC travel in locations where RC travel has been fielded by the particular Service except for:

1. Senior ROTC,
2. RC member travel for medical and dental care,
3. Retiree called to active duty,
4. A Ready RC member authorized a muster duty allowance, and

5. An ADT tour of 140 or more days at one location (except as noted in par. U2146) and active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW par. U7150-F2b(2)).

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

C. AO's Responsibilities. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expense incurred ICW that mission and IAW these regulations. See par. U4000 for justification. The AO must determine the travel purpose (APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities. The AO also must:

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Get information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA), if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures IAW these regulations, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW these regulations.
5. Review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management written material.
6. Permit a traveler to combine official travel with leave or personal travel. However, contract fare travel must not be used for personal travel (APP P, Part II, item 12). The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are paid by the GOV'T. A member is not authorized per diem on any day leave is charged. *The AO is not to permit a TDY trip that is an excuse for personal travel.*

D. Traveler's Responsibilities

1. A traveler updates the trip record as soon as possible after personally making arrangements.
2. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the order so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the IBA bills are received.

E. A Typical Business Trip

1. Before the Trip

- a. Cost Estimate. A traveler should obtain a should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual

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

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

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

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

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

## 2. During the Trip

a. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's/TMC's 24-hour toll-free number, if possible, to have the needed changes made. The AO may approve the changes after the trip is complete; however, it is best if the traveler gets the AO's authority up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

b. Receipts. The DoDFMR 7000.14-R, Volume 9 based on an IRS requirement, requires that each traveler produce each lodging receipt, and each receipt for any individual official travel expense of \$75 or more. ***Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt for room costs is provided from the hotel.***

## 3. After the Traveler Returns

a. Completing the Expense Report. Based on the DoDFMR 7000.14-R, Volume 9 requirement, a traveler should complete and submit the Trip Record expense report portion within 5 working days after returning from the trip. Required receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

b. AO Approval. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

c. Turning in the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. If not using the DTS, a finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

d. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.

e. Lost or Stolen Tickets. See par. U2515.

#### **U1040 GAIN-SHARING PROGRAM**

The Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV'T travel and transportation cost savings with a traveler. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

#### **U1041 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION**

*Effective 1 January 2009 through 31 December 2012*

Sec 533 of FY09 NDAA (P.L. 110-417) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs from calendar years 2009-2012. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as described in pars. U5125, U5225, U5360 and U5410-A3. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty (pars. U5000-B3, U5120-A, U5201-A2a, U5222-A1, U5345-A, U5345-B, U5410-A2). A member must return to active duty within 3 years of release but NLT 31 December 2015.

#### **U1042 RESIGNATION OR RELEASE AT PERSONAL REQUEST OF A PUBLIC HEALTH SERVICE MEMBER**

The Assistant Secretary for Health, or the Secretarial Process may, at the official's discretion, divest a member of the Public Health Service of any or all travel and transportation allowances to which such member would otherwise be authorized under the JFTR if that member resigns/separates of the member's own volition:

1. Before completing 2 years of continuous active duty, or
2. Before completing a period of active duty agreed to in writing, or
3. Without adhering to prescribed Service policy regarding separation from the Service or release from active duty.

#### **U1043 SEPARATION AT PERSONAL REQUEST OF A NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) CORPS MEMBER**

When a member of the National Oceanic and Atmospheric Administration Corps resigns of the member's own volition before completing 3 years of service from the appointment date in the National Oceanic and Atmospheric Administration Corps, the Secretary of Commerce may, at the Secretary's discretion, divest the member of any or all travel and transportation allowances to which the member would otherwise be authorized under the JFTR.

#### **U1045 GOV'T QTRS USE/AVAILABILITY**

##### **A. QTRS Available**

1. A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check GOV'T QTRS availability (e.g., using Service/Agency procedures) at (*not near*) the U.S.

INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.

\*2. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (*not near*) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. See [DOHA Claims Case No. 2009 CL 080602.2, 7 July 2010](#)

3. GOV'T QTRS availability/non-availability must be documented as indicated in par. U1045-C.

4. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:

- a. When adequate GOV'T QTRS on that U.S. INSTALLATION use is directed, and
- b. Those QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and
- c. The member uses other lodgings as a personal choice,

lodging reimbursement is limited to the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).

5. Per diem cannot, however, be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility or elsewhere). The non-availability documentation indicated in par. U1045-C is required only for GOV'T QTRS 'on' the U.S. INSTALLATION at which the member is assigned TDY.

***NOTE 1: The Secretary Concerned may direct the use of GOV'T contract lodging, at or near the U.S. INSTALLATION or RESERVATION, specifically contracted for a member assigned to a CONTINGENCY OPERATION for more than 180 days at one location. Arrangements for GOV'T contract lodging should consider arrangements for transportation between the lodging and work site. Directed use of GOV'T contract lodging off the U.S. INSTALLATION does not permit directed GMR.***

***NOTE 2: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: GOV'T QTRS are available only if use is directed in the order.***

***NOTE 3: The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION or RESERVATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION or RESERVATION. (Ex: A member, who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so and certifies non-availability or is issued non-availability documentation, cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). See par. U1045-C.***

B. QTRS Not Available. ***GOV'T QTRS are not available:***

1. When a TDY/delay point is at other than a U.S. INSTALLATION;
2. When an AO determines that GOV'T QTRS use would adversely affect mission performance, except for:
  - a. A member attending a service school at a uniformed service facility; and
  - b. An officer in grades O-7 through O-10 who personally determines QTRS availability;
3. During all periods of en route travel;
4. For any TDY/delay of only 1 night at one location (stopover or multiple locations);

5. When travel is ICW a PCS:
  - a. When per diem is payable under 'MALT-Plus' (par. U5105-B);
  - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T QTRS at a POE/POD; or
  - c. To a ship/afloat staff with an OCONUS home port, and;
    - (1) A member is accompanied by dependents authorized concurrent travel;
    - (2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;and GOV'T QTRS are not available for the entire family; or
6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. See par. U7551.

**C. Order or Voucher**

1. Documentation. An/A order/voucher must document availability/non-availability by:
  - a. Confirmation number provided by the Service's lodging registration process;
  - b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or
  - c. Member certification that GOV'T QTRS were not available on arrival.
2. Authorization/Approval. When a member provides acceptable documentation on a order/voucher of GOV'T QTRS non-availability, the AO must authorize/approve reimbursement for commercial lodgings.
3. Paper Non-Availability Statement Not Required (Effective 1 October 1995). *Per USD memorandum, dated 29 August 1995, a DoD traveler is not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.*

**U1050 CONFERENCE/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be integral to the training ([39 Comp. Gen. 119 \(1959\)](#); and [B-244473, 13 January 1992](#)). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.

**U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS**

\*GOV'T policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DoD COMPONENT must ensure that not less than 90% of all official travelers who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet GOV'T requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.dhs.gov/>. Services are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated TMS (APP A, TRAVEL MANAGEMENT SYSTEM (TMS)) whenever possible ([5 USC §5707a](#)).

**U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR**

Each command/unit is expected to take appropriate disciplinary action when a member and/or AO fails to follow the JFTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 for exception when reimbursement is *not* allowed.

**U1060 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE**

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

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

C. Enrollment Fee. *Enrollment fees in this program are not reimbursable* (APP G).

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## PART B: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

### U1200 NON-REIMBURSABLE EXPENSES

A. General. The JFTR addresses “reimbursable” allowances funded by the GOV’T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV’T cost, do not require authorization/approval, and are still not reimbursable regardless of the AO’s authorization or approval. Pars. U1200-B through U1200-D provide clarification.

#### B. Promotional Materials/Benefits

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

#### C. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler’s delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler’s financial responsibility.***
2. Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the GOV’T ([59 Comp. Gen. 203 \(1980\)](#)). The traveler must request that the carrier shows the “Treasurer of the United States” as payee on the compensation check and forward the payment according to Service directives.

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

### U1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

\*See the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) (or appropriate Service regulations for Non-DoD Services) regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. Also see the JER concerning acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel.

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## PART A: TRAVEL POLICY

### U2000 GENERAL

A. Travel and Transportation Policy. The following applies to every uniformed member and/or their dependents:

1. They must use the least expensive unrestricted economy transportation accommodations (APP A) unless otherwise provided for in par. U3125-B, U3130, or U3135.
2. Other than Economy-/Coach-class (First and Business) Travel/Accommodations. (APP A1): See pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for GOV'T-funded other than economy-/coach-class transportation to be provided. See APP H2, Sec C, for a first-class and H3, Sec B for a business-class decision support tool.

***NOTE: The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H, Part II, Section A (Other than Economy-/Coach-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations have been justified and authorized/approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the least expensive unrestricted economy-/coach-class airfare is \$765. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of other than economy-/coach-class accommodations. Full documentation of the authorization/approval for use of these other than economy-/coach-class accommodations is on file in the office of the other than economy-/coach-class AO."***

- a. Requests for other than economy-/coach-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If other than economy-/coach-class travel is not approved after-the-fact, the member is responsible for the cost difference between the other than economy-/coach-class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing other than economy-/coach-class accommodations due to extenuating circumstances or emergency situations must clearly explain the situation circumstances (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the upgrade rationale) and include the difference in cost between the other than economy-/coach-class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for other than economy-/coach-class). Appropriate GOV'T transportation documents must be annotated with the same information.
- b. Only a person senior to the member may authorize/approve other than economy-/coach-class accommodations for the member/dependents (DoD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005). See par. U3125-B2.
- c. Other than economy-/coach-class accommodations may be authorized/approved by the other than economy-/coach-class AO due to medical reasons only if a competent medical authority certifies sufficient justification of medical disability/special need exists and that the medical condition/special need necessitates (for a specific time period or on a permanent basis) the other than economy-/coach-class accommodations upgrade. The other than economy-/coach-class AO must be able to determine that, at the time of travel, other than economy-/coach-class accommodations are/were necessary because the member or dependent is/was so disabled/limited by the special need that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

***NOTE: The attendant who is authorized transportation under par. U7250-B or U7251-B may be authorized/approved for other than economy-/coach-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized other than economy-/coach-class accommodations use and requires the attendant's services en route.***

***Authorization for one member of a family to use other than economy-/coach-class accommodations due***

*to a disability does not authorize the entire family to use other than economy-/coach-class accommodations during official travel. Other than economy-/coach-class authorization is limited to the disabled traveler and attendant (if required). See APP A SPECIAL NEEDS definition.*

d. Use of other than economy-/coach-class accommodations is not authorized during travel incident to PCS, COT leave, emergency leave, R&R, FEMLE, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c.

3. Travel other than by a usually traveled route must be justified.
4. A member or dependent may not be provided contract city-pair airfares provided under GSA contract (APP P) or any other airfares intended for official GOV'T business for any portion of a circuitous route traveled for personal convenience.
5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3125-C.
6. Personnel written material dictates if/how leave is to be charged for workday time not justified as official travel.
7. A member may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.
8. A member may not be reimbursed for travel at personal expense (par. U3120-D) on non-U.S.-certificated ships/aircraft, except as specified in par. U3130-F.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service must:

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

**U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**

A. General. A member must exercise the same care and regard for incurring expenses to be paid by the GOV'T as would a prudent person traveling at personal expense.

B. Receipts. Based on DoDFMR 7000.14-R, Volume 9, a traveler must maintain records/receipts to validate individual expenses of \$75 or more and for all lodging costs (except when authorized a flat rate 55% contingency per diem, par. U4105-I4). All receipts should be maintained as required by finance regulations.

C. Member's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

D. Lodging Programs

1. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide adequate quality lodging at/below per diem and properties often are close to TDY location worksites.
2. Use of lodging facilities in these programs often results in cost savings to the GOV'T.
3. The FedRooms Lodging Program lodging rate is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.

4. Not all programs are available to all travelers.

**\*NOTE 1:** *The Army Lodging Success Program, Navy Elite Lodging Program, GSA's Fed Rooms Lodging Program, including GOV'T contracted lodging not located on an Installation to which the member is assigned are not GOV'T QTRS. See [DOHA Claims Case No. 2009 CL 080602.2, 7 July 2010.](#)*

**NOTE 2:** *The Secretary Concerned may direct the use of GOV'T contract lodging, at or near the U.S. INSTALLATION or RESERVATION, specifically contracted for a member assigned TDY to a CONTINGENCY OPERATION for more than 180 days at one location. Arrangements for GOV'T contract lodging should consider arrangements for transportation between the lodging and work site. Directed use of GOV'T contract lodging off the U.S. INSTALLATION does not permit directed GMR.*

#### U2015 GOV'T TRAVEL CHARGE CARD (GTCC) USE

A. General Policy. "It is the general policy of DoD that the GTCC be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other IE, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card and OSD (P&R) memo of 5 May 2007, subject: Reduction of Centrally Billed Accounts).

\*B. DoD Policy. *The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures." The DoDFMR website is <http://comptroller.defense.gov/fmr/>.*

C. Non-DoD Policy. The policies and procedures for the GTCC program are found in Service regulations.

D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statement. A statement must be on each travel order indicating whether transportation tickets ordinarily are purchased using a GTCC CBA or an IBA. *This statement alerts voucher examiners when a transportation cost shows up as a reimbursable expense, and assists in preventing duplicate payments.*

**NOTE:** [DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 031003](#) (available at: [http://www.dod.mil/comptroller/fmr/09/09\\_03.pdf](http://www.dod.mil/comptroller/fmr/09/09_03.pdf)) indicates the purposes for which a DoD GTCC may be used. *Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order is issued. The official who directed the travel is responsible for providing a confirmatory travel order to the CTO.*

#### U2020 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). The DTOD:

1. Is the only official source for worldwide PCS and TDY distance information.
2. Replaces all other sources used for computing distance (except for airplanes as in par. U2020-B below).
3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to/from foreign locations).

**\*NOTE:** *All DoD facilities (CONUS and OCONUS) are supposed to be listed in the DTOD. If a facility cannot be located, SDDC should be informed of the missing location. A missing facility can be added to the DTOD system. All feedback should be directed through the DTOD website at <https://dtod.sddc.army.mil/default.aspx>.*

4. Provides distances which must be rounded to the nearest mile for each leg of a journey.
5. Does *not* apply to the following travel distances that are determined by odometer readings:
  - a. In and around the PDS/TDY sites,
  - b. Between home/office and transportation terminal,
  - c. For short distance moves, within the same city, or
  - d. Round trip travel between home and active duty tour site for an RC member performing active duty when the member commutes under the provisions of par. U7150-B.

\*6. Website is found at <https://dtod.sddc.army.mil/default.aspx>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distance Use. The official distance is used in determining the distance between any two locations in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

**U2025 STANDARD CONUS PER DIEM RATE**

A. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](#).

B. *Effective 1 October 2010*, the Standard CONUS per diem rate is:

<u>LODGING</u>	<u>M&amp;IE</u>	<u>TOTAL</u>
\$77	\$46	\$123

## PART C: TRAVEL STATUS

### U2200 TRAVEL STATUS

A. Importance of Travel Status. A member is authorized travel and transportation allowances only while in a "travel status". Travel status exists while performing travel away from the PDS on public business under competent travel orders, including necessary delays en route. Travel status begins when the member leaves the residence, office, or other departure point and ends upon return to the residence, office, or other arrival point at the trip conclusion.

B. Conditions under which Travel Status Exist. "Travel status," except as a member of ship's complement, includes:

1. Travel ICW necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;
2. PCS travel;
3. Necessary delay while awaiting further transportation after travel status has begun;
4. Travel to and/or from a hospital for observation or treatment (for travel to/from medical facilities in the local travel area, see par. U3500-C);
5. Travel by GOV'T or other aircraft, including:
  - a. Flights for training purposes made under an order of competent authority that require one or more landings away from the starting point; and
  - b. All necessary delays incident to the transportation mode;
6. Flights for training purposes made in the absence of a travel order when it is necessary to remain away overnight; and
7. Other circumstances determined jointly by the Secretaries Concerned before, during, or after occurrence to constitute a travel status.

C. Travel Status Beginning and Ending

1. Aircrew Members or Couriers Only. See Table U2C-1.
2. Other Than Aircrew Members or Couriers. See Table U2C-2.
3. Member Assigned to a Two-Crew Nuclear Submarine (SSBN). Travel status ends and the member begins a training and rehabilitation status when:
  - a. The member arrives at the submarine's home port, and
  - b. No further travel away from the home port is required by the PCS orders before reporting on board the submarine

\*whether or not the submarine is at the home port ([57 Comp. Gen. 178 \(1977\)](#)).

D. TDY Departure/Return from/to Dependents' Residence. See par. U4345.

<b>Table U2C-1</b>				
<b>Part I -- Beginning of Travel Status</b>				
<b>Departure from PDS -- Aircrew Member<sup>1</sup></b>				
<b>Rule</b>	<b>When Member Departs</b>	<b>And Proceeds To</b>	<b>And Then To</b>	<b>Travel Status Begins When Member Departs From</b>
<b>1</b>	Home	Office	Flight ops/terminal at the PDS 3/	Terminal 4/
<b>2</b>	Home	Flight ops/terminal at the PDS 3/	N/A	Terminal 4/
<b>3</b>	Home	Office	Flight ops/terminal not at the PDS 3/	Office 2/
<b>4</b>	Home	Flight ops/terminal not at the PDS 3/	N/A	Home
<b>Part II -- Ending of Travel Status</b>				
<b>Rule</b>	<b>When Member Returns To</b>	<b>And Proceeds To</b>	<b>And Then To</b>	<b>Travel Status Ends When Member Returns To</b>
<b>5</b>	Flight ops/ terminal at the PDS 3/	Office or home	N/A	Terminal 4/
<b>6</b>	Flight ops/ terminal not at the PDS 3/	Office	Home	Office 2/
<b>7</b>	Flight ops/ terminal not at the PDS 3/	Home	N/A	Home

1/ A member performing TDY as an aircrew member includes a member for whom aircrew duty is an additional duty. Also includes an Armed Forces courier and other member whose primary duty makes the air terminal a regular duty place. This does not apply to an RC member for first and last day when called to active duty. Aircrew status for an RC member only applies after the member arrives at the active duty location and terminates when the member departs upon relief from active duty.

2/ Disregard travel to and from office if no duty was performed there.

3/ "At PDS" means within the limits of the PDS as defined in APP A.

4/ 'Departs from/returns to terminal' refers to "wheels up/wheels down."

<b>Table U2C-2</b>					
<b>Part I--Beginning of Travel Status</b>					
<b>Departure from PDS--Other than an Aircrew Member or Courier</b>					
<b>Rule</b>	<b>When Member Departs From:</b>	<b>And Proceeds to:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Begins When Member Departs From:</b>
1	Home 6	Transportation Terminal	N/A	N/A	Home 6
2	Home	Office 1	Transportation Terminal	N/A	Office 2, 5
3	Home	Office 1	Another duty/departure point within PDS 5	Transportation Terminal	Another duty /departure point within PDS 3,4
<b>Part II-- Ending of Travel Status</b>					
<b>Rule</b>	<b>When Member Returns To:</b>	<b>And Returns To:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Ends When Member Returns To:</b>
4	Terminal	Home 6	N/A	N/A	Home 2, 6
5	Terminal	Office 1	Home	N/A	Office 1, 2, 5
6	Terminal	Another duty/arrival point within PDS 3, 4	Home	N/A	Another duty/arrival point within the PDS 5

1/ Disregard travel to/from office or other duty point if no duty was performed thereat.

2/ Applicable even though terminal is located at the PDS.

3/ Example: Member departs Navy Annex and proceeds to Pentagon for briefing prior to departing on TDY. Pentagon then becomes "another duty point." Member departs Navy Annex and proceeds to restaurant for lunch and after lunch proceeds to terminal. Restaurant becomes the "other departure point."

4/ "Another departure/arrival point is never a transportation terminal.

5/ Does not prevent reimbursement of transportation between home and PDS on travel days IAW pars. U3320-C, U3410-B and U3420-B.

6/ The AO may permit the member to begin/end official travel from the location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS. If advantageous to the GOV'T, POC use may be authorized/approved to begin/end at the: (1) member's residence (from which the member commutes daily to the PDS), (2) location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or (3) place near the member's residence where the POC is garaged/stored. **Relative cost should be a consideration.** **EXAMPLE:** The member's PDS is Alexandria, VA. The member resides in Alexandria during the workweek and commutes daily to the PDS. The member maintains the family residence in Norfolk, VA. The member may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

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## PART F: TRAVEL CLAIMS AND RECEIPTS

### U2500 TRAVEL VOUCHER SUBMISSION

\*A member should submit the travel voucher as specified in Service administrative and/or procedural directives (non-DoD Services) and DoDFMR, Volume 9 (for DoD Services). The DoDFMR website is <http://comptroller.defense.gov/fmr/>.

### U2505 FRAUDULENT CLAIM

\*See DoDFMR, Volume 9, at <http://comptroller.defense.gov/fmr/09/index.html> (or appropriate Service regulations for non-DOD Services) for the requirements regarding payments when fraudulent expense(s) are suspected. Generally, when there is a reasonable suspicion of a falsified expense (other than the cost of lodging, meals or incidentals), the suspect expense is not allowed. When there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA is denied for the entire day on which the suspected expense is claimed. Per the DoDFMR (or Service regulations for non-DOD Services) if payment is made before discovery of a suspected falsified expense, the payment recipient must reimburse the GOV'T ([57 Comp. Gen. 664 \(1978\)](#) and [61 id. 399 \(1982\)](#)).

### U2510 RECEIPT REQUIREMENT

A. General. DoDFMR 7000.14-R, Volume 9 requires a receipt for:

1. Each lodging expense regardless of amount, and
2. Each individual expenditure of \$75 or more.

*The receipt must show when specific services were rendered or articles purchased, and the unit price.*

B. Lost Receipt. If a receipt is impracticable to obtain or has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the lodging facility's name and address, the dates lodging was obtained, whether or not others shared the room (and the sharer's status as an official traveler), and the cost incurred. *A 'lost receipt' statement does not substitute for an online booking hotel receipt.*

C. Review and Administrative Approval. The AO must determine whether or not the expenses claimed are reasonable. If an expense is:

1. Inflated, or
2. Higher than normal for similar services in the locality,

the expense must be disallowed.

***NOTE:*** *Each traveler must be advised to retain ALL receipts for tax or other purposes.*

### U2515 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

A. Lost/Stolen/Unused Ticket. The traveler:

1. *Must safeguard tickets, if issued, carefully at all times;*
2. Must immediately report a lost or stolen ticket to the issuing CTO;
3. Is financially responsible to purchase a replacement ticket;

4. Must not be reimbursed a replacement ticket purchase until the GOV'T has received a refund for the lost/stolen ticket;
5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the GOV'T is repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket; and
6. Must return unused tickets to the CTO. ***NOTE: [SF-1170, Redemption of Unused Tickets](http://www.gsa.gov/portal/content/102011), found at <http://www.gsa.gov/portal/content/102011>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

B. Lost/Stolen/Unused GTR. ***Travelers and other personnel accountable for GTRs must safeguard them carefully at all times.*** However, the traveler or other accountable person must immediately notify the proper official (as prescribed in Service procedures) if a GTR is lost or a GTR in the care of any of them is stolen. If the lost/stolen GTR shows the carrier service desired and origin point, the named carrier and other local initial carriers also must be promptly notified IAW Service procedures. A GTR, recovered after it has been reported lost, must not be used but rather be sent to the activity specified in Service procedures. A traveler or other accountable person may be held liable for any GOV'T expenditure caused through negligence on that person's (the member for the dependent also under most circumstances) part in safeguarding GTRs.

***NOTE 1: Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual Service procedures (see DOD 4900.9-R (DTR, Part I. for DOD personnel and Service regulations for the non-DOD Services). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the GOV'T for the cost of the lost or stolen ticket, regardless of fault or negligence.***

***NOTE 2: 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.***

## PART H: MILEAGE AND MALT RATES

### U2600 TDY & LOCAL TRAVEL

#### A. TDY Mileage

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

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
Airplane	\$1.29	1 Jan 2010
Automobile (If no GOV is available)	\$0.51	1 Jan 2011
Motorcycle	\$0.48	1 Jan 2011
POC use instead of a GOV'T-furnished vehicle (if a GOV is available) when use of a GOV'T-furnished vehicle is to the GOV'T's advantage	\$0.19	1 Jan 2011

2. Non-Motorized Transportation Mode

\*a. Mileage allowance is not authorized for non-motorized transportation mode (bicycle, etc.) used for official travel. See GAO decisions [B-184641, 11 September 1975](#); [B-196484, 19 February 1980](#) and [B-201654, 12 January 1981](#).

b. Reimbursement of actual transportation expenses incurred in the use of the non-motorized transportation mode is limited to the most advantageous transportation mode per the AO determination.

B. Helicopter and Privately-owned Boat. Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. U3305-C and U3305-D.

C. POC Use Instead of GOV. Par. U3345 details POC use instead of a GOV.

### U2605 PCS TRAVEL

A. General. The MALT amount for authorized POC use during official PCS travel is determined using the official distance for which MALT may be paid under the circumstances as determined IAW the applicable JFTR provisions.

#### B. MALT Rate

1. **Effective 1 July 2011**, the MALT rate per authorized POC is \$.235/mile. The MALT rate in effect from 1 January – 30 June 2011 was \$.19/mile.
2. The \$.235/mile rate is effective for all PCS travel that commences on or after 1 July 2011 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 July 2011 must be paid at the old rate (\$.19/mile) even if the travel was not completed until after 1 July 2011.
4. Par. U5015 clarifies general information and reimbursement ICW MALT.

***NOTE 1: Regardless of the POC type used (except as described in par. U2615), this is the PCS travel MALT rate. Par. U2020 details official distance determination.***

***NOTE 2:*** Par. U5105-B explains when more than one member travels as an authorized traveler in a POC.

**U2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES**

A. Kilometer Conversion. To convert kilometers to statute/regular miles, multiply the number of kilometers times .62. **Example:** To convert 84 kilometers to miles, multiply 84 times .62 (84 km x .62 = 52 miles).

B. Nautical Mile Conversion. To convert nautical miles to statute/regular miles, multiply the nautical distance times 1.15077945. **Example:** To convert 53 nautical miles to miles, multiply 53 times 1.15077945 (53 nautical miles x 1.15077945 = 61 miles).

**U2615 SELF-PROPELLED MOBILE HOME**

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. Also see par. U5510-B.

## SECTION 1: GENERAL

### U3100 GENERAL

#### A. Transportation Policy

1. General. *It is GOV'T policy that the least expensive unrestricted economy/coach class (see APP A) accommodations should be used for all passenger transportation modes (see pars. U3125, U3130, and U3135 for exceptions).*
2. Prudence. Each member must, and each dependent should, exercise the same care in incurring expenses paid by GOV'T funds as a prudent person would when traveling on personal business at personal expense.
3. GSA City Pair Program/Airfares. (APP P) *Contract city pair program regulations are found in DTR 4500.9-R, Part I, Chapter 103, pars. A2 and B2 (<http://www.transcom.mil/j5/pt/dtr.cfm>).*
4. Official Travel. Transportation procured and/or paid for by the GOV'T may be used only for that portion of a trip properly chargeable to the GOV'T. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility. To avoid confusion, misrouting and misuse of city pair airfares or other airfares limited to official GOV'T business and/or GOV'T funds, travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.  
  
Example 1: A traveler is TDY from Washington, DC, to Dallas, TX, but must be routed through Denver, CO, to accompany a handicapped traveler whose PDS is Denver. The only TDY location is Dallas, but the order must show the routing through Denver is for official business. The travel document must clearly state that the circuitous routing is for official business, at GOV'T expense, and city pair airfares are authorized.  
  
Example 2: A traveler TDY from Ramstein AB, GE, to Fort Bragg, NC, is authorized personal/leave travel via Miami, FL, on the return trip. The travel order must clearly identify Miami as a personal/leave location and state that excess cost is the traveler's expense and that neither city pair airfares nor other airfares restricted to official GOV'T business may be used to or from Miami since Miami is not an official location.
6. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel related regulations.
7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). Par. U2000-A2c contains medical reasons/justification for other than economy/coach class accommodations. A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.
8. Foreign Flag Reimbursement. *Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.*
9. Dependent Seating. Each dependent is authorized a seat.
10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) airlines do not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. **NOTE 1:** *This does not apply to AMC Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation.* **NOTE 2:** *In the absence of 'interlining', the traveler must go*

*to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.*

11. Multiple Airports. Ordinarily a traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Potential lost work time may be considered. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC. ***If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.***

12. Servicing Airport. A traveler may not be required to use a nearby airport that is not a servicing airport of either the origin or destination even though the more distant airport provides a less costly airfare unless the command/installation/office has a written policy after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Potential lost work time may be considered. For example the servicing airport for 29 Palms, CA, is Palm Springs, CA, and Los Angeles, CA, may not be directed without written guidance; the servicing airport for Camp LeJeune, NC, is Jacksonville, NC, and Raleigh, NC, may not be directed without written guidance; even though the more distant airports may provide less costly airfares.

B. TDY Travel Involving Non-PDS Location(s). A member on a TDY order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a ***non-PDS*** location:

1. The member is responsible for all excess travel/transportation costs; and
2. Constructed costs for each trip leg must be based on the non-capacity controlled city pair airfare, if available (not the capacity controlled city pair, if both airfares are available).

***NOTE: Par. U4105-F for TDY travel/transportation allowances when a TDY order is received while a member is on official leave.***

## U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

\*See [DTR 4500.9-R, Part I](#) for Passenger Movement. For policy and FAQs regarding the City Pair Program, see APP P.

## U3110 PERSONALLY PROCURED COMMON CARRIER TDY TRANSPORTATION REIMBURSEMENT

***NOTE 1: It is MANDATORY policy that all Uniformed Services travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel. The payment options provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged. The payment options are provided for situations when the CTO (or a TMC) cannot be used. Par. U1055 applies to those who violate policy.***

***NOTE 2: The cost paid by the GOV'T for GOV'T/GOV'T procured transportation, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member is reimbursable under APP G. When a CTO is not available to the member, the transaction fee incurred by the member for arranging transportation through other than a CTO is reimbursable under APP G.***

A. General. Except for PCS transoceanic travel (par. U5108-A), when a specific transportation mode is directed, a member, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the member is authorized transportation cost reimbursement in pars. U3110-B through U3110-F. Reimbursement may not exceed the accommodations cost in pars. U3125, U3130 and U3135 (Ch 3, Part D, when the transportation is partly by POC). If a member uses GOV'T procured transportation for part of a journey (par. U3010), the limits in pars. U3110-B and C must be reduced by its cost. **NOTE: This policy does not apply to pars. U5108-A, U7200-F1a, U7205-A, U7206, U7400, U7450-A, U7451, U7500, and U7551-D3 and D4.**

B. GOV'T/GOV'T contracted Transportation/In house or CTO Is Available. When GOV'T/GOV'T contracted transportation/in house or CTO (APP A) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under an order, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points. For air transportation, constructed costs are based on the non-capacity controlled city pair airfare, not the capacity controlled city pair airfare, if both are available. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy constructed airfare (with the par. U3125-B1h exception). For example, there is often no city pair airfare connecting origin and destination and several policy airfares (APP A) (between several origins/ destinations) must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city pair airfare. YCA city pair airfare transportation is presumed available if there is a city pair airfare established between the origin and destination points (as opposed to combining airfares, city pair or otherwise between origin and destination).

C. GOV'T/GOV'T contracted Transportation/In house or CTO Is Not Available. When GOV'T/GOV'T contracted transportation/in house or CTO (APP A) service is not available and the traveler procures common carrier transportation at personal expense, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed commercial transportation cost between authorized points. **NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.**

D. Transoceanic Travel - GOV'T/GOV'T procured Transportation Is Available. When travel by GOV'T/GOV'T procured transportation is authorized (*except member PCS transoceanic travel (par. U5108-A)*) and transoceanic travel is performed by common carrier at personal expense, the traveler is authorized reimbursement for the transportation NTE the amount that would have been paid for the available GOV'T/ GOV'T procured transportation. If both GOV'T and GOV'T procured transportation are available, the lower priced mode is the maximum reimbursement measure. When GOV'T/GOV'T procured transportation is not available, the traveler is authorized reimbursement for the transportation (par. U3120 -A) cost NTE the policy constructed airfare (APP A) available over the direct route between the origin and destination. If air travel is medically inadvisable, par. U3130.

E. Transoceanic Ferry Fares. When a traveler on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the GOV'T, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC ([55 Comp. Gen. 1072 \(1976\)](#)). For transoceanic ferries of foreign registry, par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

## **U3120 ARRANGING OFFICIAL TRAVEL**

### A. CTO Use

#### 1. Mandatory Policy

a. *It is mandatory policy that all Uniformed Services travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements, except when authorized IAW par. U3110. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach class tickets purchased at GOV'T expense without prior proper authority (pars. U3125, U3130, and U3135 for exceptions).*

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

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

2. Service Regulations. See Service regulations for CTO use information.

3. Failure to Follow Regulations

a. A command/unit is expected to take appropriate disciplinary action when a member and/or an AO fails to follow the regulations concerning CTO use (par. U1055).

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

c. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. Par. U3120-A4 for the exception when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. *Reimbursement is not allowed when the member does not follow the regulations for foreign flag carriers (par. U3125-C5) and directed transoceanic transportation (par. U3110-A NOTE, and par. U5108-A).*

B. Requirements

1. When making travel arrangements, travelers should use the following in priority order:

a. A CTO (APP A/par. U3120), or

b. In house travel offices, or

2. All travel arrangements must be made IAW:

a. DoDD 4500.09E (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>; and

b. Service regulations.

C. Non-U.S. certificated Ship or Aircraft Transportation. Transportation on a non-U.S. certificated ship or aircraft must *not* be authorized/approved unless the par. U3125-C or U3130-F conditions are met.

D. Transportation Reimbursement

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

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy constructed airfare (APP A) airfare that meets mission requirements.

***NOTE 1:** CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again. When a CTO is not available to the member, the transaction fee incurred by the member for arranging transportation by other than a CTO is reimbursable under APP G.*

***NOTE 2:** The cost paid by the GOV'T for GOV'T/GOV'T procured transportation, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member is reimbursable under APP G. When an available CTO is not used and no transaction fee is included in the GOV'T/GOV'T procured transportation, the transaction fee for personally procured transportation from other than a CTO may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the GOV'T/GOV'T procured transportation cost.*

***NOTE 3:** DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 031003 (available at: [http://comptroller.defense.gov/fmr/09/09\\_03.pdf](http://comptroller.defense.gov/fmr/09/09_03.pdf)) indicates the purposes for which a GTCC may be used by a DoD traveler. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the IBA GTCC and city pair airfares for leisure travel, a copy of the relevant order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written order is issued. The official who directed the travel is responsible for promptly providing a confirmatory order to the CTO.*

#### U3122 UNUSED GOV'T PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. A member who returns unused GOV'T procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Chs 3, 4 and 5 if otherwise authorized.

B. Cost to the GOV'T Involved. When cost to the GOV'T is involved, the cost for any sleeping or parlor car accommodations furnished and used, and/or the cost of shipping baggage on tickets without the passenger must be deducted from the amount otherwise payable to the member in par. U3122-A for the travel involved.

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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 (see 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 [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. Lower Class Accommodations Are Not Reasonably Available. 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. Medical Reasons. 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. 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. Regularly Scheduled Flights. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-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 [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). See 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. certificated 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).*

## SECTION 3: COMMERCIAL SHIP TRANSPORTATION

### U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents travel by car ferry IAW par. U5116-C3. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically or efficiently by ship.

***NOTE:*** See par. U2000-A2c for medical reasons.

C. Ship Accommodations. A member and/or dependents authorized to travel by ship at GOV'T expense must use the least costly room accommodations. More costly room accommodations at GOV'T expense must be authorized/approved IAW par. U3130-D for reimbursement to be paid for the more expensive accommodations. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is normally charged 1.5 times the per person rate when not sharing the room.

D. Authorization/Approval for More Costly Ship Accommodations Use at GOV'T Expense. ***NOTE:*** See par. U2000-A2b.

1. Authorization/Approval. Use of more costly accommodations, under the circumstances specified in par. U3130-E, may be authorized/approved IAW par. U3125-B2.
2. Requirements. Authorization for more costly ship accommodations use at GOV'T expense should be received in advance of the travel unless extenuating circumstances or emergency situations make advance authorization impossible. In these cases, the member must request written approval from the appropriate authority at the earliest possible time. See par. U2000-A2a.

\*E. More Costly Ship Accommodations Use. ([OMB Bulletin 93-11, 19 April 1993](#)) (See APP H, Part 2, Section C for requirements/procedures.) More costly accommodations at GOV'T expense may be authorized/ approved only when:

1. Less costly accommodations are not available.
2. Medical reasons require the more costly accommodations. See par. U2000-A2c.
3. There are exceptional security requirements. Examples are:
  - a. A member or dependent whose use of less costly accommodations would entail danger to the member's or dependent's life or GOV'T property.
  - b. Protective detail agent accompanying an individual authorized to use more costly accommodations.
  - c. A courier and/or control officer accompanying a controlled pouch or package and adequate lower cost accommodations are not available.

***NOTE 1:*** When ordinarily more costly accommodations cost less than the accommodations that otherwise would be provided, no authorization/approval is required. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be provided is not authorized. Upgrades at no cost to the

*GOVT 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.*

F. Use of Ships of U.S. Registry

\*1. General. Ships of U.S. registry must be used except as provided in pars. U3130-F2 and U3130-F3 ([46 USC §55302](#)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay ([57 Comp. Gen. 546 \(1978\)](#)). When ship transportation is authorized/approved and a ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship ([B-190575, 1 May 1978](#)).

2. Ship of U.S. Registry Use Impracticable. When use of a ship of U.S. registry would seriously interfere with/prevent the performance of official business, the AO may authorize/approve foreign-registered ship use. Documentation required by par. U3125-C3 explaining why use of a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

3. Ship of U.S. Registry Unavailable. When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign-registered ship use. Documentation required by par. U3125-C3 is used explaining why a ship of U.S. registry is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on a ship of U.S. registry, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

## SECTION 4: TRAIN TRANSPORTATION

### U3135 TRAIN TRANSPORTATION

A. Policy. A traveler who travels by train must use coach class accommodations, except when other than economy-/coach-class service is authorized IAW this Section and APP H. When adequate reserved economy-/coach-class accommodations are available, an AO must require those accommodations be provided. For overnight travel, a traveler must be provided slumber coach sleeping accommodations.

#### B. Train Class Accommodations

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

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

3. Other than Economy-/Coach-Class. Other than economy-/coach-class includes any accommodations class above coach-class, e.g., first-class or business-class.

a. First-Class. First-class includes bedrooms, roomettes, club service, parlor car accommodations, or other than economy-/coach-class accommodations.

b. Business-Class. Business-class is a service class offered on AMTRAK Acela or Metroliner extra fare train service that is offered above economy-/coach-class, but is lower than first class, as described in par. U3135-B3a.

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

C. AO Authority. The AO can authorize/approve the following:

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

\*2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when to the GOV'T's advantage and/or required for security reasons. Extra-fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train. An extra-fare train, authorized/approved by the AO, is to the GOV'T's advantage. No further agency authority is needed except for the USCG (See ***NOTE*** below). If the lowest class available is first class, the AO must comply with the par. U2000-A2 requirements for 'other than economy-/coach-class' travel. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class accommodations may be authorized/approved only IAW pars. U3135-D and U3135-E ([CBCA 2046-TRAV, 20 October 2010](#)).

3. Train Service OCONUS. Travel by extra fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T's advantage or is required for security reasons. The lowest service class available is to the GOV'T's advantage and no further agency authorization/approval is needed. However, if the lowest class available is other than economy-/coach-class, the AO still must comply with the par. U2000-A2 requirements for an 'other than economy-/coach-class' transportation annotation on the travel order. If economy-/coach-class accommodations on any train OCONUS do not have assigned seating, the AO (See ***NOTE*** below for USCG) may authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other than economy-/coach-class train travel accommodations may

be authorized/approved only IAW pars. U3135-D and U3135-E.

***NOTE: Reimbursement for 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.***

D. Other than Economy-/Coach-class Train Accommodations Use. APP H includes the other than economy-/coach-class decision support tool and procedures.

1. Authorization/Approval. The other than economy-/coach-class authorizing/approving authority official in par. U3125-B may authorize/approve the other than economy/coach class train accommodations use except for travel using USCG funds (See ***NOTE*** above).

2. Requirements. See par. U2000-A2a.

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

1. To the GOV'T's Advantage and No Coach class Train Accommodations Are Reasonably Available.

“Reasonably available” means available coach class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. For a direct route that requires overnight travel, “reasonably available” must also be based on slumber coach sleeping accommodations availability. “Reasonably available” does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.

***NOTE 1: When ordinarily more costly accommodations cost less than the accommodations that otherwise would be provided, no authorization/approval is required. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be provided is not authorized. Upgrades 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.***

2. Use of Other than Economy/Coach class Accommodations Is Necessary to Accommodate a Medical Disability/Special Need. See par. U2000-A2c and APP H4.

a. Competent medical authority must certify a disability in writing every six months. When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days. ***If the disability is a lifelong condition, then a certification statement is required every two years.*** A certification statement must include at a minimum:

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

b. A special need must be certified every six months in writing IAW par. U2000 and APP H. ***If the special need is a lifelong condition, then a certification statement is required every two years.***

c. If an accompanying attendant is authorized IAW par. U7250-B or U7251-B, and the attendant's services are required en route, the attendant may be authorized/approved to use the same other than economy/ coach class accommodations.

3. Exceptional Security Circumstances Requiring Other than Economy/coach class Rail Accommodations. These circumstances should only provide for the minimum other than economy/coach class accommodation necessary to meet the mission. Examples are:

a. A traveler whose coach class accommodations use would endanger the traveler's life or GOV'T property,

b. A protective detail agent accompanying an individual authorized other than economy/coach class accommodations, and

c. A courier and/or a control officer accompanying controlled pouches or packages and a lower other than economy/coach class is not available.

4. Coach class accommodations on an authorized/approved foreign country rail carrier do not provide adequate sanitation or meet health standards.

5. Required because of agency mission.

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## PART C: GOV'T CONVEYANCE TRAVEL

### U3200 GOV'T CONVEYANCE USE ON TDY

\*A. Limited to Official Purposes. Use of a GOV'T conveyance is limited to official purposes, including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)).

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

B. Reimbursable Expenses. See **Conveyance, Government** in APP G except for Aero Club aircraft (see par. U3210).

C. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When TDY travel is directed and performed by GOV'T conveyance, allowable travel time is computed under par. U3005-A.

### U3210 AERO CLUB AIRCRAFT USE ON TDY

A. General. The use of Aero Club owned or GOV'T loaned aircraft does not take precedence over normal GOV'T conveyance. When the use of these aircraft is authorized/approved, reimbursement is authorized for the necessary expenses. *The accompanying passengers receive no payment for transportation in the Aero Club aircraft.* Necessary expenses incurred include:

1. The hourly fee imposed by the Aero Club,
2. Fuel charges if not reimbursable by the Aero Club, and
3. Landing and tie-down fees (includes the hangar in severe weather) charged at en route and destination airports.

Authority for travel by Aero Club aircraft must be IAW Service regulations.

B. Allowable Travel Time for Per Diem or Actual Expenses Computation. See par. U3005-D.

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## PART D: POC TRAVEL

### U3300 TDY BY POC

A. Policy. Uniformed Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and to the GOV'T's advantage, based on the facts in each case.

B. Authorization/Approval. The AO should authorize/approve POC travel only if it is to the GOV'T's advantage when compared to travel by GOV'T conveyance or commercial carrier, and not solely for member's convenience. POC use may be to the GOV'T's advantage when, for example:

1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. There is no practicable commercial transportation; or
3. Common carrier use would be so time-consuming that it would delay the mission.

### *POC use cannot be directed*

C. Official Distances. See par. U2020.

D. PCS Travel by POC. See Ch 5, Parts B and C.

### U3305 POC USE ON TDY TO THE GOV'T'S ADVANTAGE

A. TDY Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for POC travel over the most direct route between the official stations involved. The member also is authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid TDY mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized TDY mileage for the ordered official travel distance at a rate per mile for the POC type used. See par. U2600 for applicable TDY mileage rates.
2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized TDY mileage. The passenger is authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable official travel time computed under par. U3005-C.
3. Extra Mileage to Transport Passengers. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at home. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

B. Reimbursement for Actual Transportation Costs. A member ordinarily is paid TDY mileage as in par. U3305-A. However, instead of paying TDY mileage, the AO may authorize/approve reimbursement for actual transportation costs when requested by the member and to the GOV'T's advantage and POC use with reimbursement on a mileage basis would result in a financial hardship for the member (*Comp. Gen B-185733, 1 September 1976*). ***When actual transportation cost reimbursement is authorized, the authorization/order should reference par. U3305-B.*** Reimbursement of actual expenses must be limited to the following for the POC type used. Privately-owned:

1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and 'trip insurance' for travel in foreign countries. See APP G.

2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. Boat: fuel, oil, and docking fees.

*Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.*

***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 traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures and DoDI 1340.21, Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests.***

C. Privately-owned Aircraft other than an Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual operation cost rather than TDY mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following are not reimbursable expenses: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Travel by Privately Owned Boat. A member who uses a privately owned boat, authorized as being to the GOV'T's advantage, as a POC is authorized actual expense reimbursement. ***A mileage allowance must not be paid.*** These expenses include fuel, oil and docking fees. The member is also authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable travel time as computed under par. U3005-C.

E. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is authorized the appropriate TDY mileage, plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Ch 4, Part B, for actual travel. The total amount reimbursed may not exceed the amount of TDY mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The AO may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the official POC-traveled distance, plus the cost of transportation purchased from personal funds and per diem under Ch 4, Part B) of the ordered travel when justified in documented unusual circumstances.

### U3310 POC USE ON TDY NOT TO THE GOV'T'S ADVANTAGE

#### A. Limitation

1. When, for personal preference, a POC is used instead of common carrier transportation for official travel, travel reimbursement is computed at the TDY mileage rate in par. U2600 plus per diem for the travel time authorized in par. U3005-A for commercial transportation. ***NOTE: If a member uses a privately owned aircraft other than airplane or uses a privately owned boat, reimburse the actual transportation costs as described in par. U3305-C or U3305-D, instead of paying TDY mileage and the reimbursable expenses cited in pars. U3310-B1 and U3310-B2 below.***
2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
3. Par. U3310 does not apply to travel performed under par. U3345 (B-183480, 4 September 1975).

#### B. TDY Mileage and Per Diem Computation

1. The TDY mileage allowance is computed for the DTOD distance between authorized points.
2. Ferry fares; bridge, road, and tunnel tolls; and vehicle parking fees (related to official business) are added to the amount in par. U3310-B1.
3. The per diem rate authorized in the travel authorization/order is used for computing per diem.

C. Constructed Transportation Cost and Per Diem Computation

1. The GOV'T's constructed transportation cost is computed on fares or charges for the POLICY-CONSTRUCTED AIRFARE (APP A) (often contract city-pair airfare, par. U3310-B)
2. Air transportation constructed cost includes any taxes or fees the GOV'T would pay if GOV'T-procured transportation had been provided.
3. Taxi fares and excess baggage costs that would have been allowed are included.
4. The constructed POC transportation cost includes transportation expenses for:
  - a. The member claiming mileage, and
  - b. A person performing official travel as a passenger (uniformed member and/or civilian employee only) in the same conveyance.
5. If the PDS has multiple airports see APP P, Part 2, par. E1.

D. Comparison. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

E. Passengers

1. Passengers, accompanying the member claiming mileage, are not authorized TDY mileage.
2. Per diem for eligible passengers is computed by comparing the total per diem payable for the:
  - a. Travel performed, and
  - b. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

F. Mixed Mode Transportation

1. If the member is not authorized to travel by POC as being to the GOV'T's advantage and travels partly by:
  - a. POC for personal convenience, and
  - b. Common carrier at personal expense,the member is authorized:
  - c. Appropriate TDY mileage plus per diem under par. U3305-A for the distance traveled by POC, plus
  - d. Transportation cost purchased with personal funds and per diem under Ch 4, Part B, for actual travel.
2. The total amount is limited to the cost had GOV'T-procured transportation been used, plus per diem under Ch 4, Part B, for constructed travel time for the official distance of the ordered travel.

**U3320 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**

***NOTE 1:*** A member performing TDY as an aircrew member, Armed Forces courier, or any other member whose primary duty makes the air terminal a regular duty place may not be reimbursed for POC operating expenses to and/or from the air terminal. See par. U2200.

***NOTE 2:*** If a member of the traveler's family drives, it is presumed that the traveler incurs the expense.

A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off and/or pick-up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round-trip(s) distance, and
2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal to begin a TDY trip and then from the terminal to a residence/PDS when the TDY is completed, the member responsible for incurring the POC operating expenses is:

1. Paid TDY mileage and
2. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

***NOTE:*** Transportation terminal parking fees while TDY may be reimbursed NTE the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a short TDY is unexpectedly extended after departure), the AO may waive this cost limitation.

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is:

1. Paid TDY mileage, and
2. Reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Another Official Traveler Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one TDY traveler (usually the driver) who incurs the expense is paid the TDY mileage for the trip.
3. *Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one-way taxicab fares, including allowable tips.*

**U3325 POC USE BETWEEN RESIDENCE AND TDY STATION**

When POC use is authorized/approved as being to the GOV'T's advantage for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is authorized reimbursement for the distance traveled between the residence and the TDY station.

**U3330 POC TRAVEL INVOLVING A CAR FERRY**

A. General. When a car ferry is used during POC travel, the transportation allowances in pars. U3330-B, U3330-C, and U3330-D are authorized. See par. U4160 for per diem for TDY travel by car ferry and par. U5116-C3 for PCS travel. Par. U3130 prescribes travel by commercial ship transportation.

B. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. TDY Travel Only. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.

3. PCS Travel Only. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

4. More Than One Car Ferry. If more than one car ferry is used, TDY mileage/MALT, whichever is applicable, is payable for overland travel between ferries.

C. Ferry Fees. The member is authorized:

1. GOV'T-procured ferry transportation; or

2. Reimbursement for personal transportation costs on the car ferry NTE the GOV'T-procured ferry transportation cost.

D. Foreign Registered Ship Use. See par. U3130-F for required documentation if a U.S. registered ferry is not available.

**U3335 EXPENSES WHEN TDY MILEAGE OR MALT IS PAYABLE**

A. Reimbursable Expenses. See APP G.

B. Non-Reimbursable Expenses. A member who travels by POC for the entire journey and is paid TDY mileage or MALT may not be reimbursed for:

1. Fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and

2. Transportation to or from carrier terminals (par. U3320).

C. POC Repairs

1. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not ordinarily reimbursable expenses ICW using a POC on official travel.

\*2. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act ([31 USC §3721](#)).

**U3340 POC USE IN AND AROUND PDS OR TDY STATION**

For allowances when a POC is used within or around a PDS and TDY station, see Ch 3, Part F.

**U3345 POC USE INSTEAD OF GOV**

A. General. TDY mileage reimbursement for POC use is based on the cost incurred if a GOV could have been used. In addition to TDY mileage reimbursement (see par. U2600 for current rates) for the official distance, the member is authorized reimbursement for expenses authorized under par. U3305-A1 that would have been incurred if a GOV had been used.

B. TDY Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. U2020), and the appropriate TDY mileage rate in par. U2600.

C. GOV Use Is to the GOV'T's Advantage. When GOV use is to the GOV'T's advantage but the GOV'T authorizes, and the member uses, a POC instead of using a GOV, the rate in par. U2600 applies.

D. GOV Use Directed

1. GOV Makes the Trip. *When a member is directed to use a GOV as a passenger or as a driver, with one or more other travelers, but the member uses a POC for TDY travel, the member is not authorized any reimbursement if the GOV made the trip without the member.*

2. Traveler Authorized to Use a POC. If, under par. U3345-D1 circumstances, the GOV is used by some of the travelers but the AO authorizes a traveler to use a POC as a matter of personal preference, that traveler is authorized reimbursement at the par. U2600 rate for POC use when GOV use is to the GOV'T's advantage (62 Comp. Gen. 321 (1983)).

3. GOV Does Not Make the Trip. When a member is directed to use a GOV, one is available, the member uses a POC for TDY travel, and the other travelers do not use the GOV for the same trip, TDY mileage reimbursement is at the par. U2600 rate for POC use when GOV use is to the GOV'T's advantage.

**PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR,  
SUBWAY OR OTHER PUBLIC CONVEYANCE****U3400 GENERAL**

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. Part F for non-PCS/TDY transportation expenses incurred in and around duty stations.

**U3405 REIMBURSABLE EXPENSES**

A member may be reimbursed for transportation-related reimbursable expenses described in this Part (and APP G) which are incurred for travel between two points that are a separate journey (par. U3010) when TDY mileage is not payable, even though the member begins or ends in a TDY mileage status during the same calendar day. A member who is paid TDY mileage for the entire journey may not be reimbursed for reimbursable transportation expenses.

**U3410 TAXICAB/LIMOUSINE SERVICE USE**

A. To/From Transportation Terminal. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. Between a transportation terminal and limousine service terminal.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi/limousine fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

**U3415 SPECIAL CONVEYANCE USE**A. General

1. It is mandatory policy that all travelers use an available CTO to obtain a rental vehicle (except for an aircraft or a bus).
2. An AO may authorize/approve a special conveyance when to the GOV'T's advantage.
3. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use.
4. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost IAW par. U3310-A.
5. See par. U2510 (and DoDFMR 7000.14-R, Volume 9) for receipt requirements.

B. Selecting a Rental Vehicle1. DTR 4500.9-R, Part I, Chapter 106, Policy ([http://www.transcom.mil/j5/pi/dtrpart1/dtr\\_part\\_i\\_106.pdf](http://www.transcom.mil/j5/pi/dtrpart1/dtr_part_i_106.pdf))

a. *It is mandatory policy that all travelers use an available CTO to obtain a rental vehicle (except for an airplane or a bus).*

b. The lowest cost rental service that meets the mission requirement must be selected for commercially rented vehicles. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

c. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. ***NOTE: View participating rental car vendors and rates at <http://www.defensetravel.dod.mil> and select Car/Truck Programs in the left column. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel. A vehicle offered by a participating vendor, but not listed, is not covered under the agreement, does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official GOV'T travel.***

Example: Rental Car Vendor A lists a SUV as a participating vehicle under the DTMO rental car agreement. If this SUV is rented, it has full liability and vehicle loss/damage insurance coverage for the GOV'T traveler on official GOV'T business. Rental Car Vendor B does not list a SUV as a participating vehicle, but has a SUV rental available. If the traveler rents a SUV from Rental Car Vendor B, the SUV is not covered with liability and vehicle loss/damage insurance coverage.

d. A traveler disregarding rental car arrangements made by a CTO may be required to provide justification for additional rental car costs before reimbursement is allowed.

e. DTR, Part I, Chapter 106 and Service regulations for policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies.

2. DTMO Policy (website address: <http://www.defensetravel.dod.mil>)

a. DTMO vehicle rental agreements apply to all DoD components and activities and non-Defense GOV'T Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Defense Travel Management Office (DTMO)  
Commercial Travel Division  
Travel Management Branch  
4800 Mark Center Drive  
Suite 04J25-01  
Alexandria, VA 22350-9000

or via the DTMO website at <http://www.defensetravel.dod.mil>.

3. Reimbursement. When an available CTO is not used, reimbursement is limited to what it would have cost if a CTO had made the rental vehicle arrangements.

4. Non-DoD Services. Service regulations for CTO use ICW rental cars.

C. Special Conveyance (Includes Aircraft) Reimbursement. See APP G.

D. To/From Transportation Terminals. The member:

1. May have special conveyance use authorized/approved for travel to and from local transportation terminals;
2. May have special conveyance use authorized/approved to, from, and between transportation terminals by the AO when neither a public transit system nor GOV'T transportation between the terminals meets the ordered travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from transportation terminals.

E. Between Duty Stations. The AO may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the GOV'T. Reimbursement is authorized for the total expense incurred in the conveyance use. *See par. U5105-A for rental vehicle use on a PCS.*

F. Special Conveyance Use in and around PDS or TDY Station. Part F for reimbursement for special conveyance use within and around the PDS and TDY station.

\*G. Limited to Official Purposes. Special conveyance use is limited to official purposes, including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):

1. Duty sites,
2. Lodging,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

#### **U3420 BUS, STREETCAR, AND SUBWAY USE**

A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. Between places of residence, lodging, or duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the member's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the member's residence on the return day from TDY.

**U3430 COURTESY TRANSPORTATION USE**

*Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.*

## PART B: PER DIEM

### U4100 GENERAL

Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS. Per diem is payable for whole days, except for PDS departure/return days that are reimbursed IAW par. U4147. ***The per diem rate is determined based on the TDY location, not the lodging location.*** See par. U4129-G if neither GOV'T QTRS nor commercial lodging is available at the TDY location.

***NOTE 1:*** *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., Pentagon, McGuire AFB, and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. (DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010).*

***NOTE 2:*** *When the location (reservation, station or other established area) is not specifically listed in the per diem table, the applicable per diem rate is based on the front gate location for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located.*

***NOTE 3:*** *If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for all cities and towns in the county. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location (par. U2025).*

### U4101 WHEN IS PER DIEM AUTHORIZED

Unless otherwise specifically provided for or restricted in JFTR, the per diem prescribed in this Part applies for all TDY periods, and related travel, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS order,
4. Delays to qualify for reduced travel fares (par. U4326-E).

### U4102 CIRCUMSTANCES IN WHICH PER DIEM IS NOT AUTHORIZED

A. When Not in a Travel Status. A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a CONTINGENCY OPERATION TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

***NOTE:*** *A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day (par. U5160).*

C. When PCS 'MALT-Plus' Per Diem Is Paid. A member is not authorized 'Lodging-Plus' per diem for any day that PCS 'MALT-Plus' per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, per diem is not authorized for travel or TDY performed within the PDS limits. This does not preclude per diem payment on the departure day from or return day to the PDS ICW TDY away from the PDS. See Ch 3 for transportation allowances. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and lodging necessarily procured within the PDS

limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (37 USC §434). Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent residence at the old PDS and was in temporary lodging during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had detached on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment. This does not preclude per diem 'IE' payment IAW par. U1035 for a member hospitalized at the PDS.

E. TDY within the PDS Local Area (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the PDS local area (outside the PDS limits) as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be paid under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. See par. U3001 for transportation allowances. This does not preclude per diem 'IE' payment IAW par. U1035 for a member hospitalized within the PDS local area.

F. Round Trip within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed IAW par. U4510 when the member is required to procure a meal(s) at personal expense outside the PDS limits. See Ch 3 for transportation allowances.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an order directing no/limited reimbursement (par. U4102-O) are not authorized per diem except as noted in par. U4102-P. Occasional meals or QTRS necessarily procured are paid under par. U4510.

H. Navigational and Proficiency Flights. *A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized/approved at the member's request.*

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's home port and no further travel is performed away from the home port under that order (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty aboard a GOV'T Ship. A member is not authorized per diem for any TDY period or training duty aboard a GOV'T ship when both GOV'T QTRS and dining facility/mess are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the member's PDS and/or returns to the port at the PDS.*** The TDY training duty is unbroken when a member transfers between GOV'T ships at the same place and the transfer is made within a 10-hour period. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is IAW par. U4135.

K. Aboard Ship Constructed by a Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is made under par. U4135.

L. Field Duty. A member on field duty is not authorized per diem except when the:

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either GOV'T QTRS at no charge and/or GOV'T meals at no charge for an enlisted member, were not available during stated field duty periods.
2. Member is participating in the operation advance planning or critique phase.

3. Secretary Concerned authorized per diem payment to a member who is performing field duty while in a travel status IAW par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Par. U4102-L does not prohibit reimbursement under par. U4510 for occasional meals or lodging necessarily procured. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

M. **TDY aboard Foreign (Non-government) Ship.** A member is not authorized per diem for any TDY period aboard a non-government foreign ship when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day. If a member is required to retain unoccupied lodging at the location where TDY was performed just before performing duty aboard a non-government foreign ship, reimbursement for the lodging cost must be made under par. U4135.

N. **Member in a Missing Status.** A member is not authorized per diem after 2400 of the day the member is officially carried as, or determined to be, absent in a missing status under the Missing Persons Act (44 Comp. Gen. 657 (1965)).

O. **Members Traveling Together.** ‘Members traveling together’ refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the members’ order(s) direct(s) limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the members. ***No per diem is payable on days members travel when the order(s) direct(s) limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include per diem for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or lodging are not available, occasional meals and lodging are paid IAW par. U4510. Limited reimbursement refers to reimbursement for occasional meals and lodging.

P. **Straggler.** A member, who becomes separated from the others while traveling as one of several members traveling together under an order directing limited or no reimbursement, must be provided for in the manner prescribed in Ch 7, Part N.

#### **U4105 PER DIEM PAYABLE IN SPECIFIC CASES**

A. **TDY ICW Fitting-out or Conversion of a Ship or Service Craft.** A member, assigned to TDY ICW fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authority ends on the date the member's assignment is changed from TDY ICW fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship ICW ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/ decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the GOV'T.

#### **B. Travel by U.S. or Foreign Government Ship for 24 or More Hours**

1. **Member Not Charged for Meals.** A member is not authorized per diem when traveling aboard a U.S. or foreign government ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized under par. U4105-C.

2. **Member Charged for Meals.** A member traveling aboard a U.S. or foreign government ship, other than an oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is

charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the order the circumstances warranting the rate.

D. Field Duty. The Secretary Concerned may authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS. This rate is paid in lieu of the prescribed rate regardless of the OCONUS location and may be paid during a period that would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the order. The authorized rate should be paid for the specified time period and be such that the total per diem paid during the entire period that the member is subject to the authorized rate is about equal to the per diem rate that would have been received for the same period, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary Concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the appropriate Department headquarters or to a commander of an appropriate naval systems command headquarters, but there may be no further re-delegations. ***NOTE: See par. U4800-E for a member TDY within a Combatant Command or Joint Task Force AOR.***

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death NTE the ordered travel official distance.

F. Ordered to TDY while on Leave. ***Par. U4105-F applies only if the need for the TDY is unknown to the member prior to the member's departure on leave.*** If the TDY is known by the member before departure on leave, the member is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. ***City-pair fares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun (APP P2).***

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

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (see par. U3100-B). TDY allowances are payable at the TDY location.

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY order at other than the leave point, is authorized:

(1) Transportation and per diem for travel from the:

(a) Leave address (or place at which the order is received, whichever applies), to the TDY station (par. U3100-B), and

(b) TDY station to the PDS.

(2) TDY allowances at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member directed to proceed to a new PDS upon TDY completion is authorized:

(1) PCS travel and transportation allowances for travel performed from the:

- (a) Old PDS to the leave address or to the place at which the order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and
- (b) Leave address or place at which the order is received, as applicable, to the TDY station; and
- (c) TDY station to the new PDS.

(2) TDY allowances at the TDY location.

G. Order Canceled while the Member Is en route to a TDY Station. If a TDY order is canceled while a member is en route to a TDY station, round trip travel and transportation allowances are authorized from the PDS (or residence, as appropriate) to the point at which the cancellation notification was received (includes a leave point) and return to the PDS, NTE the round trip distance from the PDS to the TDY station. ***Per diem is not authorized for any day on which member was in a leave status (51 Comp. Gen. 548 (1972)).***

\*H. TDY within the PDS Limits. ***The allowances in this par. are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal GOV'T property provided overnight accommodations are used by reason of such duty.*** Travel and transportation allowances are authorized for a member performing TDY (other than at the member's residence or normal duty location) within the PDS limits when authorized by competent authority. See Ch 3 for transportation allowances. Per diem ICW transportation delays at the PDS may be paid in certain extremely limited weather-related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See [CBCA 2371-TRAV, 18 May 2011](#).

I. CONTINGENCY OPERATION Flat Rate Per Diem. The Secretary Concerned may authorize a CONTINGENCY OPERATION flat rate per diem for a member assigned TDY to a CONTINGENCY OPERATION for more than 180 consecutive days at one location. The CONTINGENCY OPERATION flat rate per diem is equal to 55% of the applicable maximum locality per diem rate. Retroactive application of this authority to an existing order dated prior to par. U4105-I effective date of 1 February 2008 violates par. U2105. Except to correct or to complete an order to show the original intent, an order must not be revoked or modified retroactively to create, deny, or change an allowance (24 Comp. Gen. 439 (1944)) (APP A).

1. Limitations. The following circumstances may affect per diem reimbursement.

- a. Retained lodging expenses during a member's authorized absence (pars. U7225 and U7226).
- b. CONTINGENCY OPERATION flat rate per diem applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodging-Plus' method, for that area applies.
- c. Dual lodging (par. U4135).

2. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a CONTINGENCY OPERATION flat per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.

3. CONTINGENCY OPERATION Per Diem Exception. The Secretary Concerned or authorized delegated authority may adjust the CONTINGENCY OPERATION flat rate per diem when the 55% rate is determined to be insufficient or overly generous. ***Per diem rate adjustment must be authorized before travel.*** For example, the Secretary Concerned or the authorized delegated authority, before travel begins, may authorize the following per diem rate adjustments:

- a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or
- b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or
- c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.

d. Full locality per diem rate (and 'Lodging-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

4. Per Diem Computation. The CONTINGENCY OPERATION flat rate per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable TDY locality per diem rate, plus lodging tax (par. U4105-I4c). *A lodging receipt is not required for lodging reimbursement (par. U2510-I4); however, a lodging receipt may be necessary to support a lodging tax reimbursable expense (APP G) if required by Service regulations.* Ensure the member has asked about and taken advantage of any tax exemption that may exist.

a. Pay 55% (or the appropriate percentage) of the locality per diem rate (plus CONUS lodging tax as a reimbursable expense (APP G) if applicable on the 55% or appropriate percentage) except for the days of departure from and/or return to the PDS (par. U4147).

b. Pay 75% of the M&IE rate plus the lodging cost if applicable on the arrival date at the TDY location and 75% of the M&IE on the return day at the PDS.

c. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to the 55% (or appropriate percentage) per diem. *Lodging tax in a FOREIGN AREA is part of the per diem lodging ceiling and is not a reimbursable expense.*

d. If authorized travel requires more than one day en route to the TDY CONTINGENCY OPERATION location where a CONTINGENCY OPERATION flat per diem rate is authorized, per diem at the stopover point is based on the stopover locality per diem rate and is not at the 55% rate (par. U4145-B). The CONTINGENCY OPERATION flat rate per diem rate is effective the day after the member reports to the TDY location (pars. U4149 or U4151).

e. For multiple TDY assignments between the CONTINGENCY OPERATION TDY location and other locations such as a uniformed service facility where GMR or PMR or similar deductible meals are available (par. U4165) or commercial lodging the locality per diem applies for the official travel days. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the CONTINGENCY OPERATION TDY location (par. U4105-I1c). The applicable per diem rate is effective the day after the reporting date to the TDY location (pars. U4149 or U4151).

5. Computation Example. A member is ordered TDY to a CONUS location for two years ICW a CONTINGENCY OPERATION. The Secretary Concerned authorizes 55% CONTINGENCY OPERATION flat rate per diem in the TDY order at the onset. The locality per diem rate for the location is \$259 (\$198/ \$61). The actual long-term lodging cost is anticipated to be \$95/night (on a monthly or yearly lease) and the daily lodging tax is \$15, a reimbursable expense (APP G).

The CONTINGENCY OPERATION flat rate per diem is set at 55% or \$143 ( $\$259 \times 55\% = \$142.45$ , rounded up to \$143), plus lodging tax of \$15/night.

Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night. ***NOTE: If the \$95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or  $\$198 \times .5 = \$99$ ) plus the appropriate lodging tax.***

Pay the first TDY day - \$140.75 (Lodging - \$95 + M&IE - \$45.75 ( $\$61 \times 75\% = \$45.75$ )) plus lodging tax of \$15.

Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.

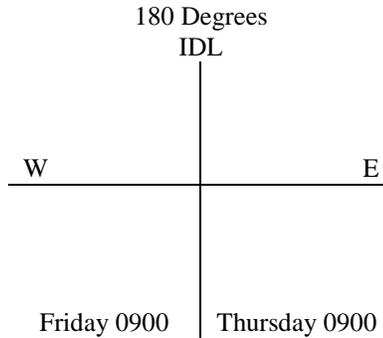
Pay the departure TDY day to the PDS - \$45.75 ( $\$61 \times 75\% = \$45.75$ ).

J. When the TDY Station Becomes the PDS. A member, who while at a TDY station receives a PCS order or information indicating that the member will be transferred to the TDY station on a *specified future date*, is authorized payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS. See par. U7125-D if the TDY station is designated as the new PDS *effective immediately*.

**U4115 INTERNATIONAL DATELINE**

A. International Dateline (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.

B. Computing Per Diem when Crossing the International Dateline (IDL)



C. Computation. The following are examples of computing per diem and making cost comparisons under par. U4115:

<b>Example 1</b>			
<b>TDY Travel Involving IDL with a 'Lost' Day</b>			
The TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
<b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT</b>			
<b>(Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday		75 % x \$90 =	\$67.50
19 August Thursday	NO PER DIEM		
20-24 Aug (Friday-Tuesday)	\$135 + \$90 = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	75 % x \$90 =		\$67.50
<b>Total</b>			<b>\$1,350.00</b>

<b>Example 2 TDY Travel Involving IDL without a 'Lost' Day</b>			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.			
When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.			
<b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$140 + \$72 = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
<b>Total</b>			<b>\$1,380.00</b>

**U4125 PER DIEM UNDER THE 'LODGING-PLUS' COMPUTATION METHOD**

Per diem computed under this Part is based on the 'Lodging-Plus' computation method. The total daily per diem amount is NTE the applicable daily locality rate. See par. U2510 (and DoDFMR 7000.14-R, Volume 9) concerning receipts.

**U4127 LODGING TAX UNDER 'LODGING-PLUS'**

A. CONUS and Non-foreign OCONUS Area. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) when per diem (or AEA as in Ch 4, Part C) is paid except when 'MALT-Plus' per diem for POC PCS travel is paid.

B. Foreign Area. The per diem locality lodging ceiling in a foreign area includes lodging tax. ***Lodging tax in a FOREIGN AREA is not a reimbursable expense when per diem (or Ch 4, Part C AEA) is paid.***

**U4129 LODGING UNDER THE 'LODGING-PLUS' COMPUTATION METHOD**

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum TDY locality lodging ceiling, whichever is less. Reimbursement computation is in par. U1045 for the commercial lodging cost incurred for any day that the member was TDY to a U.S. INSTALLATION and GOV'T QTRS were available and directed on that U.S. INSTALLATION.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. GOV'T QTRS. A fee/service charge paid NTE the TDY locality lodging ceiling for GOV'T QTRS use is an allowable lodging expense. Reimbursement to the member for GOV'T QTRS use is NTE the maximum locality per diem lodging ceiling.

D. Multiple Occupancy. For multiple occupancy, each official traveler is allowed the appropriate percentage (e.g., 2 occupants –each receive 50%; 3 occupants, each receive 33%) of the rate charged if a room is shared with another/ other official traveler(s). ***NOTE: Multiple occupancy does not limit a traveler’s lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a \$100/night lodging area have \$200 with which to pay for a room. Otherwise, the official traveler is allowed the single room rate. The official traveler must be provided the single room rate.***

E. Lodging with a Friend or Relative. ***Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.*** A member, who lodges with friends or relatives, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/ escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. ***The Service/Agency cannot direct the member to lodge with friends or relatives.***

**Example 1:** A member (outpatient) and a DoD civilian employee (attendant), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DoD civilian employee possibly may be eligible for reimbursement of some lodging costs (JTR, par. C4555-B3).

**Example 2:** A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room tax on the single rate, if applicable.

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (Ch 4, Part C) ceiling for the location at which lodging is obtained is used for computation ***only*** when a member is TDY at a place where neither GOV'T QTRS nor commercial lodging is available. ***NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.***

H. Online Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain (including the hotel’s online website). ***Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt for room costs is provided from the hotel.***

#### U4131 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE REIMBURSEMENT WHILE TDY

A. General. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self-propelled mobile recreational vehicle) qualifies as lodging. Par. U4129-E applies for lodging with a friend/relative.

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

1. Apartment, house, or recreational vehicle rent;
2. Parking space for the recreational vehicle rent;

3. Appropriate and necessary furniture rental, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

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

***NOTE 2:*** *A member who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a previous residence, or 2. purchase of furniture needed for unfurnished TDY lodging, even if shipment/purchase was less expensive than rental would have been. Adopted from GSBCA 16699-TRAV, 17 August 2005 (<http://www.gsbca.gsa.gov/travel/u1669917.pdf>).*

***NOTE 3:*** *Some furniture rental agreements may require a damage waiver fee for damage protection as part of the rental cost. A traveler may be reimbursed for the cost of such a fee as part of the cost of the furniture rental while on TDY if the traveler has no other choice but to enter into such an agreement. Adopted from CBCA 1961-TRAV, 20 JULY 2010.*

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

5. Dumping fees;

6. Shower fees;

7. Maid fees and cleaning charges;

8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell phone fee may not be claimed. APP G for official communications.*);

9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and

10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare lodging at the TDY point (B-254626, 17 February 1994).

#### U4133 LODGING COST UNDER THE BARTER SYSTEM

A member, TDY in a remote location at which there are no GOV'T QTRS or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodging obtained in private dwellings. Reimbursement may not exceed 20% of the locality per diem lodging ceiling. *As an exception to the \$75 or more receipt rule, the traveler should be prepared to provide receipts for the barter goods together with the traveler's certification that the barter goods were delivered to the householder for lodging received if required by finance regulations.*

#### U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

A. Per Diem Basis. When the AO determines it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day, the lodging cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the member's per diem for TDY at that location (Location B) for that day.

B. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Considerations for dual lodging reimbursement include:

1. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control (60 Comp. Gen. 630 (1981));
2. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) (GSBCA 15321-TRAV 26 October 2000; GSBCA 15482-TRAV 18 October 2001); and
3. Practicality of checking out (B-257670, 10 January 1995).

C. Reimbursable Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a reimbursable expense (APP G) if approved by the AO (60 Comp. Gen. 630 (1981)).

D. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the amount of per diem or AEA plus lodging tax that would have been paid had the traveler remained at Location A overnight. Lodging receipts are required for dual lodging claims.

E. Limitation. *Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel.* Dual lodging must be approved after the fact by an amended order or by the approving official on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process.

F. Long-term Dual Lodging Occupancy. *Long-term reimbursement for dual lodging is not permitted and an order may not contain such a provision.*

G. Example. An order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. U4135 to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized. The known TDY locations must be named in the order.*

<b>Example 1</b>			
<b><i>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</i></b>			
A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the Location A apartment while TDY in Location B and authorized/approved the \$45/day Location A apartment cost as a reimbursable expense (APP G). The Location B lodging cost (\$95/day) was used for computing the traveler's per diem while TDY in that location.			
<b>Per Diem Rates for This Example</b>			
Location	Max Lodging	M&IE	Total
A	\$130	\$46	\$176
B	\$119	\$46	\$165
<b>Reimbursement for the Location A Apartment for 5 days</b>			
Lodging Cost	Number of Days		Total
\$45	5		\$225
<b>Per Diem for the TDY Assignment in Location B</b>			
<b>First Day</b>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE		Total
\$95	\$46		\$141 plus lodging tax ( <b>NOTE</b> )
<b>Second thru Fifth Day</b>			
(Lodging cost + M&IE)/day x 4 days			
Lodging	M&IE		Total
\$95	\$46		\$141/day x 4 days = \$564 plus lodging tax ( <b>NOTE</b> )
<b>Return day to Location A</b>			
(Lodging cost + M&IE)			
Lodging	M&IE		Total
\$45	\$46		\$91

Example 2			
<b>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</b>			
A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a reimbursable expense (APP G). The Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.			
Per Diem Rates for This Example			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for GOV'T QTRS for 3 Days			
Lodging	Number of Days		Total
\$25	3		\$75
Per Diem for the TDY Assignment in Location D			
First Day			
(Departure day from Location C and arrival day in Location D):			
Lodging	M&IE		Total
\$110	\$46		\$156 plus lodging tax ( <b>NOTE</b> )
Second and Third Day			
(Lodging Cost + M&IE)/day x 4 days			
Lodging	M&IE		Total
\$110	\$46		\$156/day x 2 days = \$312 plus lodging tax ( <b>NOTE</b> )
Day of Return to Location C			
(Lodging Cost + M&IE)			
Lodging	M&IE		Total
\$25	\$38		\$63

**U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGING**

A. Purchased Residence. A member may purchase and occupy a residence at a TDY location. Allowable expenses are prorated based on the number of days in the month, rather than by the actual number of days the member occupied the residence (57 Comp. Gen. 147 (1977)), and include the monthly:

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

B. Limitation. *In no case may the total lodging per diem payable exceed the applicable TDY maximum locality lodging ceiling unless an AEA (Ch 4, Part C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.*

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

**U4139 COST FOR LODGING JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS**

The cost for lodging jointly occupied by a member and a dependent(s) is 50% for the member and 50% for the dependent(s) (regardless of the number of family members) when a member in a per diem status receives TLA for a dependent(s) (par. U9160-C). When a dependent(s) is not traveling at GOV'T expense, the member is authorized

the single room rate.

#### U4140 LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS

If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. Follow Service/Agency procedures for making lodging arrangements (pars. U4131, U4137, and U4141).

#### U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

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

This computation presumes that the member acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodging at a daily rate. **NOTE: This does not apply when a residence is purchased** (par. U4137).

Example
1. A traveler is TDY at a location at which the per diem is \$136 (\$80/ \$56).
2. Lodging (apartment & utilities) are obtained on a long-term basis for \$900/month.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$80/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

**TDY in support of a CONTINGENCY OPERATION or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.**

#### U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for a member traveling on TDY, the total daily amount paid by the GOV'T for the member's lodging, M&IE is NTE the applicable per diem authorized in this Part (60 Comp. Gen. 181(1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Ch 4, Part C. **NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy" (GSBCA 15890-TRAV, 29 July 2003).**

#### U4145 PER DIEM COMPUTATION

A. **General.** Ordinarily, per diem is based on the member's TDY location at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. **Stopover Point.** If authorized travel requires more than 1 day and a stopover for the night that includes lodging (**NOTE: Lodging does not include sleeping in the transportation terminal.**) is required, per diem at the stopover point is based on the stopover point locality per diem rate.

C. **M&IE Payment.** The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the GOV'T on military aircraft are not a GOV'T dining facility/mess for per diem computation purposes. **NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.**

D. Meal Rate. The meal rate established by the order cannot be reduced after the ordered travel has been completed except for a deductible meal (GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess are not deductible meals). See par. U4165. However, an AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.

**U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS**

A. Rate. 75% of the appropriate locality M&IE rate is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. *On these days, the GMR, PMR, \$3.50 OCONUS IE, or reduced per diem rate do not apply.*

***NOTE:** As an exception, USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.*

B. Departure Day. The per diem rate for the PDS departure day is based on the member's TDY/stopover location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

C. Return Day. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is based on the M&IE rate applicable to the preceding day (last TDY or authorized delay point). Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodging is required. ***NOTE:** For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodging was required there.*

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

**U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS**

A. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official CONUS travel. Use the M&IE rate for the locality concerned.

B. GMR. The standard GMR paid for meals in a GOV'T dining facility/mess plus \$5 IE is paid. This rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4149-D),
2. The GMR is directed,
3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and
4. The member is not traveling.

C. PMR. The PMR plus \$5 IE is paid. The PMR applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4149-D),
2. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and
3. The member is not traveling.

D. Member Directed to Procure Private Sector Lodging off the U.S. INSTALLATION. When adequate GOV'T QTRS are available but a member is directed to procure private sector lodging off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are *not available* and is *authorized the locality meal rate* instead of the GMR or PMR and \$5 IE. Just because GOV'T QTRS are available, a command cannot send a member into private sector lodging off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality meal rate to the GMR or PMR.

#### **U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS**

A. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel. Use the M&IE rate for the locality concerned.

B. GMR. The Standard GMR paid for meals in a GOV'T dining facility/mess plus the appropriate IE rate is paid. This rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4151-E),
2. The GMR is directed,
3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and
4. The member is not traveling.

C. PMR. The PMR plus the IE rate is paid. The PMR applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4151-E),
2. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and
3. The member is not traveling.

D. OCONUS IE

1. Except for USCG members and other members traveling under USCG funds, the OCONUS locality IE rate is the applicable rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. ***Regardless of the location at which the member is lodged, the \$3.50 must be stated on the travel order for it to be paid for travel beginning on or after 1 July 2009. The \$3.50 IE rate does not apply on any day the member is traveling.***
2. For USCG members and other members traveling on USCG funds, the OCONUS locality IE rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>), or \$3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (par. U4151-E) on that U.S. INSTALLATION. Two exceptions are noted below. The AO may determine that \$3.50 is:

a. Adequate when the member is *not lodged* on a U.S. INSTALLATION. *The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.*

b. *Not adequate when the member is lodged on a U.S. INSTALLATION. The locality IE rate (<http://http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) may be authorized and must be stated in the order.*

E. Member Directed to Procure Private Sector Lodgings off the U.S. Installation. When adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are *not available* and is *authorized the locality meal rate* instead of the GMR or PMR plus the locality IE rate unless the \$3.50 IE rate is authorized under par. U4151-D. Just because QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality M&IE to the GMR or PMR.

#### U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/debarkation port M&IE rate applies.

#### U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

A schoolhouse commander is authorized to determine the appropriate meal rate (GMR, PMR or locality meal rate) regardless of what the AO may put in a TDY order to the contrary (See pars. U4149-B/U4149-C for CONUS and pars. U4151-B/U4151-C for OCONUS. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be documented in the order. If that information is not available prior to order issuance, it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

#### U4157 LODGING PER DIEM COMPUTATION

Lodging reimbursement while on TDY or at a delay point, is NTE the locality per diem lodging ceiling for the TDY or delay location. The lodging cost or the locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate. The total amount is NTE the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Ch 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply if par. U4129-G applies.

#### U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

M&IE of 75% of the M&IE rate for the TDY location is payable for each travel day. If more than one TDY location is involved and lodging is not required, M&IE of 75% of the highest M&IE rate is payable on each day (e.g., 15-hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2). If lodging must be obtained, the rules for travel of more than 24 hours apply. *Per diem is not authorized under par. U4159 when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area these rules or rules for over 24 hours apply.* See par. U4510 for occasional meals authority.

#### U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

A. General. When a member on TDY travels by POC partly by road and partly by car ferry (circuitously or otherwise), the member is authorized per diem while traveling on the ferry. See par. U3330 for transportation reimbursement.

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

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day. See par. U4145-A.

D. M&IE when Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the member's location at 2400 on the debarkation day. See par. U4145-A.

#### U4163 ESSENTIAL UNIT MESSING (EUM)

A. Authority. There is no authority to pay the M&IE meal portion when the Secretary Concerned, or for a JTF the Combatant/JTF Commander, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness.

1. The prohibition on paying the M&IE meal portion begins at 0001 on the first full EUM day and ends at 2400 on last full EUM day.

2. The CONUS IE rate is \$5, or the appropriate OCONUS IE rate, or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the order for it to be paid.***

B. Meal Procurement Required. A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4510.

C. IE Rate. ***IAW par. U4151-D, if an order does not state otherwise, locality IE rate is paid.***

#### U4165 DEDUCTIBLE MEALS

A. PMR Application. The PMR in pars. U4149-C and U4151-C applies on any day (except travel days to and from the PDS) when one or two deductible meals is/are provided (APP R2, par. J). The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). ***A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.***

B. Deductible Meal. A deductible meal is a meal:

1. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);

2. Included in a GOV'T-paid registration fee;

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

4. Furnished by the GOV'T at no cost to a member (par. U4167);

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

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

***NOTE: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above***

*and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.*

C. Meals Provided/Consumed. If all three meals are provided/consumed at no cost to the traveler, only the IE amount for that day is payable (\$5 CONUS IE, or the applicable locality [IE rate](#), or \$3.50 OCONUS).

D. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the member:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may request substantiating documentation from the appropriate professional authority), and
2. Attempted, but was unable, to make, alternative meal arrangements for a substitute meal, and
3. Must purchase a meal that satisfies the medical requirements or religious beliefs.
4. Is unable to eat the deductible meal due to mission.

#### U4167 NON-DEDUCTIBLE MEALS

A. Non-Deductible Meal. The following are not deductible meals:

1. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the *only method* of providing an adequate meal to a member. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***
2. In-flight meals,
3. Rations furnished by the GOV'T on military aircraft,
4. GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess,
5. Meals furnished on commercial aircraft,
6. Meals provided by private individuals, or
7. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

B. Meals Provided/Consumed. If all three meals are provided/consumed at no cost to the member, only the IE amount for that day is payable (\$5 CONUS IE, or the applicable locality [IE rate](#), or \$3.50 OCONUS).

#### U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

#### U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. Pars. U4165-B5 and U4165-B6 when a charge for meals is added to the lodging cost. Adopted from [CBCA-1900-TRAV, 3 MAY 2010](#).

**U4173 PER DIEM COMPUTATION EXAMPLES**

- A. GMR. The GMR in the following examples is for illustrative purposes only (APP A for GMR).
- B. U.S. and Non-foreign OCONUS Area Lodging Tax. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
- C. Foreign Lodging Tax. The locality per diem lodging ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense (APP G).
- D. Examples
1. Example 1. Per Diem Rate/POC TDY Mileage Computation

<b>Example 1</b>					
<b>Per Diem Rate/POC TDY Mileage Computation</b>					
A traveler is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the order (par. U3305). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.					
Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.					
The per diem rate for the TDY location is \$131 (\$85/ \$46); actual lodging cost is \$90/night. The per diem rate for both stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night. The 12-hour rule does not apply because the TDY period is over 12 hours.					
<i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i>					
<b>ITINERARY</b>					
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Per Diem Rate</b>	<b>Lodging Cost</b>	<b>POC Distance</b>
10 May	Residence	1st Stopover	\$141 (\$85/ \$56)	\$60	400 miles
11 May	En Route	TDY Station	\$131 (\$85 \$46)	\$90	15 miles
12 May	TDY Station	TDY Station	\$131 (\$85/ \$46)	\$90	
13 May	TDY Station	2nd Stopover	\$141 (\$85/ \$56)	\$60	365 miles
14 May	En Route	Residence	Use 2 <sup>nd</sup> Stopover M&IE		50 miles
<b>REIMBURSEMENT</b>					
Day 1	$\$60 + [\$56 \times 75\%] = \$60 + \$42 =$				\$102.00
Day 2	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 3	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 4	$\$60 + \$56 =$				\$116.00
Day 5	$\$56 \times 75\% =$				\$ 42.00
1 round trip of 830 miles (official distance) x \$0.51/mile =					<u>\$ 423.30</u>
<b>Total Reimbursement</b>					<b>\$945.30</b>

2. Example 2. Per Diem Rate – GMR/PMR and POC TDY Mileage Computation

<b>Example 2</b>			
<b>Per Diem Rate – GMR/PMR and POC TDY Mileage Computation</b>			
<p>A traveler is TDY to a U.S. INSTALLATION at which GOV'T lodging (\$6/night) and dining facility/mess are available. GMR is directed in the order. The AO approves the PMR on the 17<sup>th</sup> because breakfast was not available.</p> <p>POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the order (par. U3305-B).</p> <p>The maximum per diem rate is \$131 (\$85/ \$46). GMR (par. U4149-B) is \$10.80 and the PMR (par. U4149-C) is \$26 plus the CONUS \$5 IE rate applies in this example.</p> <p><b><i>NOTE: GOV'T dining facility/mess deductions are never made for arrival and departure days (par. U4147, item 1). The GMR and PMR rates used in this example are for illustrative purposes only –APP A for the current GMR.</i></b></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
<b>REIMBURSEMENT</b>			
15 March	$\$6 + (\$46 \times 75\%) = \$6 + \$34.50 =$		\$ 40.50
16 March	$\$6 + \$10.80 \text{ (GMR)} + \$5 \text{ (IE)} =$		\$ 21.80
17 March	$\$6 + \$26 \text{ (PMR)} + \$5 \text{ (IE)} =$		\$ 37.00
18 March	$\$6 + \$10.80 \text{ (GMR)} + \$5 \text{ (IE)} =$		\$ 21.80
19 March	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 650 miles (official distance) x \$0.51/mile =			<u>\$ 331.50</u>
<b>Total Reimbursement</b>			<b>\$487.10</b>

3. Example 3. Per Diem Rate – AOR Travel Computation

<b>EXAMPLE 3</b>				
<b>PER DIEM RATE – AOR TRAVEL COMPUTATION</b>				
A MEMBER IS TDY IN AN AOR.				
2-3 Jan	The member departed the residence via POC (2 Jan), and was en route awaiting transportation without procuring lodging.			
4 Jan	Arrives at the AOR TDY station.			
5-30 Jan	The member stayed in GOV'T QTRS and received \$3.50 per day.			
31 Jan	The member departed the AOR TDY station and arrived at another AOR location.			
1 Feb	The member departed the AOR location and arrived at an approved delay stopover point, procuring lodging.			
2 Feb	The member departed the stopover point and arrived at the residence.			
<b>PER DIEM COMPUTATION:</b>				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Depart Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route (no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arrive TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5-30 Jan	TDY (AOR) (Lodging in GOV'T QTRS)	--	TD	\$3.50 (\$0/ \$3.50) TDY Destination
31 Jan	Depart TDY (AOR)	TP	--	\$3.50 AOR to AOR
	En route (AOR to AOR)	TP	AT	
1 Feb	En route (exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arrive Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
<b>REIMBURSEMENT</b>				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5-30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
<b>MEMBER REIMBURSEMENT</b>				<b>\$317.75</b>

**U4174 RETURN TO PDS DURING EXTENDED TDY**

A. General

1. For par. U4174, "extended TDY" means directed travel of 3 or more weeks.
2. A member on extended TDY (other than deployment) may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the member commutes daily to the PDS, on weekends or

other non-workdays.

3. *Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the member remained at the TDY location.*
4. *Authorized return to the PDS or place of abode is not authorized for Coast Guard.*

B. Authorized Return

1. *A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons and returns to the TDY location is not authorized reimbursement for transportation expenses (par. U4176).*
2. A statement that return travel is authorized must be included in the order, or on the travel voucher if approved after the travel has been performed. *This travel is an exception to the policy of scheduling travel during regular duty hours.* Accordingly, the authorized return should be performed outside the member's regular duty hours or during authorized leave periods.
3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. U4175.

C. Lodging Retained at TDY Location.

1. Lodging Retained at TDY Location during Voluntary Return. If the member retains lodging at the TDY location during a voluntary (per par. U4175) return, the member is financially responsible for the retained room cost while gone except IAW pars. U7225 or U7226.
2. Lodging Retained at TDY Location during Authorized Return. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:
  - a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
  - b. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and
  - c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return.
3. Lodging Retained at the TDY Location Reimbursement. If authorized/approved, the costs of lodging retained at the TDY site are paid as a reimbursable expense (APP G - NTE the locality per diem lodging ceiling). See par. U7225 for lodging reimbursement if TDY supports a CONTINGENCY OPERATION.

**U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS**

A. General

1. Authorized Member. Par. U4175 applies to an active or an RC member.
2. Authorized Allowances. Based on the transportation expenses incurred, a member who voluntarily returns to the PDS or residence from which the member ordinarily commutes daily to the PDS, during a TDY period, for personal reasons, is authorized the lesser of:
  - a. Per diem or AEA for the actual travel time (*no per diem or AEA while at the PDS*) to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or

b. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

**NOTE:** Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a reimbursable expense (APP G). FOREIGN AREA lodging tax is not a reimbursable expense.

3. Allowances Not Authorized. No per diem is credited for any day the member was in a leave status.

4. CONTINGENCY OPERATION. See par. U7225 concerning reimbursement for lodging retained at a CONTINGENCY OPERATION TDY location during leave away from that location.

B. Computation. Following are examples of computing per diem and making cost comparisons under par. U4175:

**NOTE:** The GMR used in the following example(s) is for illustrative purposes only (APP A for GMR).

1. Example 1

<b>Example 1 Per Diem and POC TDY Mileage Computation</b>			
A traveler performed TDY (not at a U.S. INSTALLATION) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS (par. U4102-D).			
POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip (par. U3305).			
The traveler is due \$1,458 (constructed cost since it is less than the actual cost for this example).			
<i>AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i>			
ITINERARY			
Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24-26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June-2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	\$65 + (\$46 x 75%) =		\$ 99.50
24 to 26 June	\$65 + \$46 = \$111/day x 3 days =		\$333.00
27 June	\$46 x 75% =		\$ 34.50
28 June	<i>Per diem is not payable at the PDS (par. U4102-D)</i>		\$ 0.00
29 June	\$65 + (\$46 x 75%) =		\$ 99.50
30 June-2 July	\$65 + \$46 = \$111/day x 3 days =		\$333.00
3 July	\$46 x 75% =		\$ 34.50
2 round trips of 650 miles (official distance) = 1,300 miles x \$0.51/mile =			\$ 663.00
<b>Actual Cost Total</b>			<b>\$1,597.00</b>
CONSTRUCTED COST			
23 June	\$65 + [\$46 x 75%] = \$65 + \$34.50 =		\$ 99.50
24 June-2 July	\$65 + \$46 = \$111/day x 9 days =		\$999.00
3 July	\$46 x 75% =		\$ 34.50
1 round trip of 650 miles (official distance) x \$0.51/mile =			\$ 331.50
<b>Constructed Cost Total</b>			<b>\$1,464.50</b>

2. Example 2

<b>Example 2 Per Diem, GMR and POC TDY Mileage Computation</b>			
<p>A traveler is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS (par. U4102-D). The member returned by POC to the PDS while TDY on the weekend for personal reasons.</p> <p>The maximum per diem rate is \$131 (\$85/ \$46). The GMR (par. U4149-B) is \$10.80 plus \$5 IE for this example.</p> <p>POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip (par. U3305).</p> <p>The member is due \$391.30 (constructed cost since it is less than the actual cost for this example).</p> <p><b><i>NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147-A). The GMR rate used in the example is for illustrative purposes only – APP A for the current GMR.</i></b></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$\$6 + \$10.80 + \$5 \text{ (IE)} =$		\$ 21.80
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	<i>Per diem is not payable at the PDS (par. U4102-D)</i>		<b>\$ 0.00</b>
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14-15 July	$\$6 + \$10.80 + \$5 \text{ (IE)} = \$21.80/\text{day} \times 2 \text{ days} =$		\$ 43.60
16 July	$\$46 \times 75\% =$		\$ 34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.51/mile =			<u>\$377.40</u>
<b>Actual Cost Total</b>			<b>\$592.80</b>
<b>Constructed Cost</b>			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10-15 July	$\$6 + \$10.80 + \$5 \text{ (IE)} = \$21.80/\text{days} \times 6 \text{ days} =$		\$130.80
16 July	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 370 miles (official distance) x \$0.51/mile =			<u>\$188.70</u>
<b>Constructed Cost Total</b>			<b>\$394.50</b>

#### U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

*A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized transportation expense reimbursement.* The member is authorized only per diem-related expenses based on the TDY location per diem rate and any reimbursable expenses (APP G) that would have been allowable had the member remained at the TDY location. Reimbursement is NTE what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

**Example 1:** Member TDY from Location A to Location B (with a locality per diem rate of \$173 (\$122/ \$51) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a reimbursable expense for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the Location C locality per diem rate is \$203 (\$149/ \$54), the member is limited to \$122/night for lodging (and lodging tax on \$122 – 12% of \$122 (\$14.64) and to \$51/day for M&IE on Friday and Saturday. This is because the Location B locality diem rate is \$173 (\$122/ \$51) and the member is being paid per diem that would have been paid (max \$122 for lodging + \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed NTE \$29.28 for lodging tax while in Location C. ***The member is not authorized any TDY mileage for driving between Locations B and C.***

**Example 2:** Member TDY from Location X to Base Y (with a maximum per diem rate of \$161 (\$110/ \$51)) where the member is staying on the U.S. INSTALLATION for \$20/night with no tax and is being paid the \$29 PMR + \$5 CONUS IE rate (total \$34) based on the order content that indicates GOV'T QTRS and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y GOV'T QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$128 (\$79/ \$49), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$34/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging + \$34 for the PMR-based rate of M&IE) that would have been paid had the member remained in Base Y and limited to the GOV'T QTRS cost and PMR + CONUS "IE" since they were directed in the order. ***The member is not authorized any TDY mileage for driving between Locations Y and Z.***

**Example 3:** Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9) for Location F lodging each night. Even though the Location F per diem rate is \$114 (\$70/ \$44), the member is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (NTE \$110 for lodging + \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The member is not authorized any TDY mileage for driving between Locations E and F.***

#### U4177 NO PER DIEM OR A PER DIEM RATE IN A LESSER AMOUNT

The Secretary Concerned may authorize per diem rates in lesser amounts (to zero) when the circumstances of the travel or duty to be performed so warrant ***and are peculiar to that particular Service*** (par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate Service, but may not be further re-delegated. ***The authorized reduced per diem rate must be stated on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the original order was issued). In the absence of such authority, an order prescribing a different per diem rate is without effect and the applicable locality per diem rate is used.*** The reduced or zero per diem rate does not apply to any day the member is traveling. Reduced per diem rate establishment should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

***NOTE:*** As an exception, USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75%

*of the reduced M&IE (if any) prescribed for the site.*

**U4179 PER DIEM RATE REVIEW**

A. General. When a member, command or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 2 Navy Annex, Washington, DC 20370-2000.
3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1PA, 2221 S. Clark Street, Crystal Plaza 6 Ste 500, Arlington, VA 22202-3745.
5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.
6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the Secretary of Defense and other DoD Components - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000.

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

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

<u>CONUS Locations</u>	<u>Non-Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
<p><b>General Services Administration</b> Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management 1 Constitution Square, 6th floor (685C) 1275 First Street NE Washington, DC 20417 ATTN: Jill Denning <a href="mailto:jill.denning@gsa.gov">jill.denning@gsa.gov</a></p>	<p><b>*Defense Travel Management Office</b> ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000</p>	<p><b>Department of State</b> Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103</p>

**U4181 PER DIEM AND AEA ON A SINGLE TRIP**

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

**U4183 QUICK REFERENCE TABLES - PER DIEM**

*The following tables are for reference purposes only.* Ch 4, Part B for applicable rules. Pars. U4163 & U4800 when JTF operations are involved.

Quick Reference - Per Diem TDY Travel of More Than 12 Hours						
(1) Departure Day from PDS						
	A	B	C	D	E	F
	Arrived at the TDY location (not on a U.S. installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. installation) on the same day as departed the PDS - GOV'T QTRS are occupied.	Arrived at the TDY location (on a U.S. installation - GOV'T QTRS available) on the same day as departed the PDS. The member elected not to occupy available directed GOV'T QTRS.	Traveled overnight - no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived at the TDY location on the same day as departed from the PDS (per diem at a lesser amount than the TDY locality rate prescribed authorized under par. U4105-1 or U4177.)
<b>Per Diem for the Departure Day from the PDS</b> <sup>5/</sup>	75% of the M&IE rate for the TDY locality <sup>1/</sup> , plus the lodging cost NTE the TDY locality maximum lodging ceiling. <sup>2/, 4/</sup>	75% of TDY locality M&IE rate <sup>1/</sup> , plus the GOV'T QTRS cost <sup>11/</sup> .	75% of the TDY locality M&IE rate <sup>1/</sup> , plus the cost of lodging occupied NTE the available GOV'T QTRS cost <sup>11/</sup> . No lodging tax reimbursement.	75% of the M&IE rate for the next destination (TDY/stopover point) locality <sup>1/</sup> for the departure day.	75% of the M&IE rate for the en route stopover locality, plus the lodging cost NTE the stopover locality maximum lodging ceiling. <sup>2/, 4/</sup>	75 % of the TDY locality M&IE rate <sup>1/</sup> , plus lodging <sup>2/, 4/</sup> cost NTE the TDY locality maximum lodging ceiling.
<b>Footnotes After Table 4</b>						

Quick Reference - Per Diem TDY Travel of More Than 12 Hours						
(2) Whole Travel Days – CONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. installation) on the day after departing the PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. installation) on the day after departing the PDS - GOV'T QTRS are occupied.	Each whole day at a CONUS TDY locality (not on a U.S. installation).	Each whole day at a CONUS TDY locality (on a U.S. installation) – GOV'T QTRS are occupied.	Each whole day at a CONUS TDY locality (on a U.S. installation) at which a member elects not to occupy available directed GOV'T QTRS.	Each whole day at a CONUS TDY locality at which per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4105-I or U4177.
<b>Per Diem for Whole Travel Days</b> <sup>5/</sup>	TDY locality M&IE (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling. <sup>2/6/</sup>	M&IE, plus the GOV'T QTRS cost. <sup>11/</sup> M&IE may be at the TDY locality, or PMR plus \$5 IE if the AO specifies the PMR based on 1 or 2 deductible meals. <sup>1/6/</sup>	The CONUS TDY locality M&IE, plus the lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/</sup> (unless the AO specifies the PMR plus \$5 IE when 1 or 2 deductible meals are provided <sup>6/</sup> – par. U4165)	M&IE, plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5 IE, (3) PMR <sup>6/,9/,10/</sup> plus \$5 IE, or (4) \$5 IE only when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Pars. U4102-L, U4105-D & U4800 for field duty.	M&IE, plus the lodging cost NTE the GOV'T QTRS cost <sup>11/</sup> . Lodging tax is not reimbursable M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5 IE, (3) PMR <sup>6/,9/,10/</sup> plus \$5 IE, or (4) \$5 IE only when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Pars. U4102-L, U4105-D & U4800 for field duty.	Per diem at the rate authorized under par. U4105-I or U4177. <sup>7/</sup>
<b>Footnotes After Table 4</b>						

Quick Reference - Per Diem TDY Travel of More Than 12 Hours						
(3) Whole Travel Days – OCONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. installation) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. installation) on the day after departing the PDS - GOV'T QTRS are occupied.	Each whole day at the OCONUS TDY locality (not on a U.S. installation)	Each whole day at an OCONUS TDY locality (on a U.S. installation) - GOV'T QTRS are occupied.	Each whole day at an OCONUS TDY locality (on a U.S. installation) at which a member elects not to occupy available directed GOV'T QTRS.	Each whole day at an OCONUS TDY locality at which per diem in a lesser amount than the prescribed rate for the TDY location was authorized under par. U4105-I or U4177.
<b>Per Diem for Whole Travel Days<sup>5/</sup></b>	The OCONUS TDY locality M&IE <sup>3/</sup> rate (unless the AO specifies the PMR for deductible meals) plus the lodging cost <sup>4/</sup> NTE the TDY locality lodging ceiling.	M&IE plus the GOV'T QTRS cost <sup>11/</sup> . (M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided. <sup>1/6/</sup> )	The OCONUS TDY locality M&IE <sup>3/</sup> rate plus the lodging cost <sup>4/</sup> NTE the TDY locality maximum lodging ceiling. If the AO specifies the PMR when 1 or 2 deductible meals are provided, the M&IE is PMR <sup>6/,9/,10/</sup> plus locality or \$3.50 IE <sup>6/</sup> – par. U4165-1.	M&IE plus the GOV'T QTRS cost. M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR <sup>8/</sup> , (3) PMR <sup>6/,9/,10/</sup> , or (4) no meal amount when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or \$3.50 IE <sup>3/</sup> . Pars. U4102-L, U4105-D & U4800 for field duty.	M&IE plus the lodging cost NTE the GOV'T QTRS cost <sup>4/11/</sup> . M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR <sup>8/</sup> , (3) PMR <sup>6/,9/,10/</sup> , or (4) no meal amount when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or \$3.50 IE <sup>3/</sup> .	Per diem at the rate authorized under par. U4105-I or U4177. <sup>7/</sup>
<b>Footnotes After Table 4</b>						

Quick Reference - Per Diem TDY Travel of More Than 12 Hours					
(4) Day of Return to PDS					
	A	B	C	D	E
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On the departure day from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4105-I or U4177.
<b>Per Diem for the Return Day to the PDS</b> <sup>5/</sup>	75% of last TDY locality M&IE rate. <sup>1/</sup>	For the departure day from the TDY location, the TDY locality M&IE rate. For the arrival day at the PDS, 75% of the TDY locality M&IE rate. <sup>1/</sup>	For the departure day from the TDY location, M&IE, plus lodging <sup>2/, 4/</sup> cost NTE the stopover locality lodging ceiling. For the arrival day at the PDS, 75% of the stopover locality M&IE rate.	75% of the M&IE rate, plus the lodging cost based on the locality rate at which lodging was obtained if authorized/approved by the AO. See par. U4169.	75% of the TDY locality M&IE rate. <sup>1/</sup>

**Footnotes**

1/ GMR/PMR, a reduced per diem rate IAW pars. U4105-I and U4177 and the \$3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any day the member is traveling. The PMR for deductible meals can apply on an interim travel day. **NOTE: As an exception, USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.**

2/ Lodging tax is a separate reimbursable expense (APP G) in CONUS and in a non-foreign OCONUS area because lodging tax is not included in the applicable locality per diem lodging ceiling.

3/ For OCONUS travel the AO can determine that an IE of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated expenses. Regardless of at what location the member is lodged, the OCONUS IE rate of \$3.50 may be authorized and must be stated in the order for travel beginning on or after 1 July 2009.

4/ Lodging tax **is not** a separate reimbursable expense in a FOREIGN AREA because a lodging tax is included in the applicable FOREIGN AREA locality per diem lodging ceiling.

5/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2/day, is a reimbursable expense (APP G) in addition to per diem/AEA when travel **within CONUS** requires at least 7 consecutive nights TDY lodging **in CONUS** (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.). There must be expense; this is not an automatic payment.

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

6/ On any day that 3 deductible meals are provided without cost to the member, no meal reimbursement is allowed.

7/ When a reduced per diem rate is authorized in the traveler's order IAW par. U4105-I or U4177, the per diem

authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

8/ The GMR applies if the AO specifies the GMR based on available GOV'T dining facility/mess at the installation to which the member is TDY. See pars. U4149-B, U4151-B, and U4400.

9/ The PMR applies if the AO specifies PMR based on 1-2 GOV'T meals available in a GOV'T dining facility/mess at the installation to which the member is sent TDY. Pars. U4149-B, U4151-B, and U4400.

10/ The PMR applies if the AO specifies the PMR for deductible meals. See par. U4165.

11/ Reimbursement for GOV'T QTRS cost is NTE the maximum locality lodging ceiling.

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## PART G: ITDY TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL

### U4600 GENERAL

A. Authority. This Part prescribes dependent travel and transportation allowances when the member is assigned to ITDY IAW 37 USC 406. ITDY travel by the member via the dependent alternate place may be authorized by the Secretarial Process *only* to assist in moving dependents from one location to another when the dependents have been or are being moved at Government expense.

B. Allowances. DLA is payable to a member when dependents relocate under an ITDY order (pars. U5620 and U5630-B16). Dependent transportation is authorized under this Part the same as for PCS. The MALT in par. U5105-B1 applies unless the dependent accompanies the member to the TDY location traveling in the same POC. If the dependent travels as a passenger, no MALT is payable for the dependent since the member receives TDY mileage. Par. U4755 for HHG transportation.

### U4605 MEMBER ORDERED ON ITDY

A. General. *Only the Service Headquarters can authorize/approve ITDY*. When ITDY applies and the member's TDY order does not provide for return to the PDS and the TDY:

1. Is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or
2. Order does not specify or imply any limit to the period of absence from the PDS;

dependent travel and transportation allowances to an alternate place may be authorized at GOV'T expense IAW Agency/Service regulations.

B. Travel to/from the Old PDS, Alternate Place En Route to the ITDY Location. The member is authorized PCS travel and transportation allowances to accompany the dependent to the alternate place from the old PDS when authorized by the Secretarial Process under par. U4605-A. This authority, to relocate at GOV'T expense, exists *only* when the Secretarial Process determines that the member's presence is needed to assist the dependent(s) and not for personal convenience.

1. This may be accomplished while en route to the ITDY assignment, or as a separate PCS round trip between the old PDS and alternate place at GOV'T expense before departure on the ITDY assignment (B-199354, 1 July 1981).
2. Travel and transportation allowances are not authorized for travel performed prior to the official written ITDY notification IAW par. U2200-A. *Round-trip transportation between the ITDY station and the alternate place at GOV'T expense to assist dependents in relocating is not authorized.*

\*C. Member's Return to the Old PDS or Travel via the Old PDS en route to the New PDS. The member is authorized PCS travel and transportation allowances from the ITDY location via the alternate place to which dependents were moved at GOV'T expense, en route back to the old PDS, or to a new PDS. When a member, IAW an order is required to return to the old PDS prior to travel to the new PDS via the alternate place to which dependents were moved at GOV'T expense, the member is authorized PCS travel and transportation allowances from the ITDY location via the old PDS to the alternate place to the new PDS. Return to the old PDS prior to travel to the new PDS via the alternate place must be stated in the member's order or authorized/approved through the Secretarial Process. The authority to travel via the alternate place exists only when the Secretarial Process determines it is necessary for the member to assist the dependent(s) in relocating to the PDS and not for personal convenience (e.g., a visit). *As a reminder, reimbursement for dependent travel is limited to travel directly from the alternate location to the official destination (either old or new PDS as appropriate). Arranging a HHG/POV shipment is not an authorized reason.*

**Part G: ITDY – Travel & Transportation Allowances for Dependent Travel**

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1. If the dependents were not relocated to an alternate place but remained at the PDS from which the member departed on ITDY, the member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS if a new PDS is named.
2. The member's PCS travel and transportation allowances between the ITDY location and alternate place or previous PDS at which the dependents are located is limited to the GOV'T's constructed cost and POC travel is not ordinarily authorized to the alternate location or previous PDS from the ITDY location. For example, GOV'T or common carrier transportation mode and necessary travel time between the authorized points (par. U3010) is cost effective and time efficient to perform the official travel in most situations.
3. ***The authority does not apply when the member has reported to the new PDS on subsequent PCS travel order prior to accompanying the dependent(s) from the alternate place or previous PDS where the dependents elected to remain at GOV'T expense.*** The member is financially responsible for the travel and transportation expenses if performed (par. U2000-B).

D. Member's Return to the Old PDS. When:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or
2. Simply returns to the old PDS from ITDY,

after the dependent has been moved at GOV'T expense to the ITDY station or to alternate location; the member is authorized to travel via the alternate location to assist with dependent travel and transportation from the ITDY station or from the alternate location to the old PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependent is scheduled to, or actually does, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

**U4610 DEPENDENT TRAVEL**

A. Dependent Travel and Transportation to the Alternate Place. All travel and transportation authorized at GOV'T expense is to enable the dependent to establish permanent a residence during the member's ITDY assignment.

1. PDS and ITDY Stations Are Both in CONUS. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.
2. PDS and ITDY Stations Are Both OCONUS. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station. However, if determined to be in the GOV'T's best interest, the Secretarial Process may authorize dependent travel to an alternate CONUS location without any cost limitation.
3. PDS is in CONUS and the ITDY Station is OCONUS. Only the Secretarial Process may authorize/ approve dependents' travel and transportation at GOV'T expense in this situation. When authorized/approved, transportation may be authorized from the PDS to:
  - a. The ITDY station;
  - b. A CONUS location; or
  - c. A non-foreign OCONUS location ***if the non-foreign OCONUS location is the member's*** HOR, PLEAD or legal residence before entering active duty or was the spouse's legal resident at the time of marriage.

Travel must not be authorized/approved to a foreign OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependent is scheduled to, or actually does, arrive OCONUS.

**Part G: ITDY – Travel & Transportation Allowances for Dependent Travel**

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4. PDS is OCONUS and the ITDY Station is in CONUS. The Secretarial Process may authorize/ approve dependent transportation at GOV'T expense to the ITDY station, or other alternate location, NTE the cost from the PDS to the ITDY station. Par. U4605-D.

B. PCS Order Received at the ITDY Station. When a dependent is moved at GOV'T expense to the ITDY station or other alternate location and the member receives a PCS order at the ITDY station, dependent travel and transportation allowances at GOV'T expense for travel performed to the new PDS must not exceed the cost from the ITDY station/alternate location to the new PDS.

C. Member's Return to the Old PDS. When:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or
2. Simply returns to the old PDS from ITDY,

after the dependent has been moved at GOV'T expense to the ITDY station or to alternate location; the member is authorized dependent travel and transportation from the ITDY station or alternate location to the old PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependent is scheduled to, or actually does, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

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## SECTION 4: VARIOUS UNIQUE PCS SITUATIONS

### U5222 VARIOUS UNIQUE PCS SITUATIONS

#### A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authorization for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. Place at which the dependent is acquired. However, if the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This authorization is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances. ***The tour length restrictions in par. U5201-B3e and U5201-B3f do not apply.***

#### C. Ordered to an OCONUS Station to which Dependent Travel Is Authorized

1. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in par. U5222-C if they travel.

2. Dependent Authorized Concurrent Travel with Member. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized allowances for dependent travel when performed from the place the dependent is located when the member receives the PCS order to the OCONUS PDS, NTE the allowances for travel from the last place transported at GOV'T expense to the new PDS. GOV'T transportation facilities for transoceanic travel should be used when available.

#### 3. Concurrent Dependent Travel Denied

a. Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

b. Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at GOV'T expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;
- (3) The member was called to active duty from that area;
- (4) It is the member's HOR; or
- (5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at GOV'T expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT. A member moving a dependent to a designated place under par. U5222-C may move the dependent to the OCONUS PDS at personal expense. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at GOV'T expense when a subsequent PCS order is issued.

5. Reimbursement for Transoceanic Travel. *Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.*

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

1. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may elect to move a dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

a. CONUS;

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;

- (3) The member was called to active duty from that area;
  - (4) It is the member's HOR; or
  - (5) Authorized/approved through the Secretarial Process;
- c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or
- d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. Par. U5350-C second item for related HHG transportation.;
- (1) This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;
  - (2) For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments (<http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>);
  - (3) The Commandant of the Coast Guard (CG-12) may make an exception for a Coast Guard member; and
  - (4) *A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.*
2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. A member is authorized dependent travel and transportation allowances under par. U5222-D when the old home port or PDS is identical to the new home port or PDS ([57 Comp. Gen. 266 \(1978\)](#)).
3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS order to such ship or afloat staff, the member is authorized dependent travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.
4. Subsequent Authorization. When a member is:
- a. Transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;
  - b. Transferred by PCS order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);
  - c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

- d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

except as provided in par. U5215-F, dependent travel and transportation allowances are authorized from the place the dependent is located on receipt of the PCS order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which the dependent was moved at GOV'T expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependent travel and transportation allowances are authorized from the place to which the dependent was moved under par. U5222-D or from the home port for a ship, afloat staff, or afloat unit if the dependent is located there on receipt of the PCS order involved in U5222-D4b, to the new PDS. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical ([57 Comp. Gen. 266 \(1978\)](#)).

5. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances from the old home port:

- a. Or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from the old home port to a location other than the new home port, par. U5218 applies. If travel is from a designated place to a location other than the new home port, the authorization is limited to that from the designated place to the new home port.
- b. To the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from a location other than the old home port to the new home port, par. U5218 applies. If travel is from a location other than the old home port to a designated place, the authorization is limited to that from the old home port to a designated place.
- c. Or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

6. Home Port Change Announcement. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled or revoked. Provisions apply to, but are not limited to a member who has:

- a. Delayed dependent travel or transportation to the old home port or
- b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.

E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized thereat, or IAW par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5201-B3e and B3f do not apply.

F. COT. A member stationed OCONUS who is selected to serve a COT is authorized the following dependent travel and transportation allowances (IPCOT allowances, par. U5240-G):

1. Unaccompanied to Unaccompanied Tour. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the GOV'T's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.

2. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.

\*3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, par. U5222-C4 or U5222-D1 applies. A member may leave a command-sponsored dependent at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9205-A1). ***A dependent is no longer command-sponsored once the member departs PCS per DoDI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.***

4. Accompanied-to-Accompanied Tour. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member elects or is required (i.e., assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent. A member, ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, authorization is for the travel performed NTE the allowances from the place the dependent was last moved at GOV'T expense. If the member was not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authorization cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT authorization, par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Home Port for a Ship, Afloat Staff, or Afloat Unit Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes. Dependent travel and transportation allowances are authorized from the old home port to the new home port. Home port change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to a Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port for determination of dependent travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. ***Par. U5222-K does not apply to a member not authorized dependent travel and transportation allowances under par. U5201-B.*** Except as provided in par. U5222-K2, authorization for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS

from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. U5201-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at GOV'T expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

2. From OCONUS Duty Stations or Hospitals. A member on OCONUS active duty, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. U5222-K1 and U5222-K2, a member is authorized dependent travel and transportation allowances to, from, and between other places (Par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

a. When a dependent did not travel at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the last or any prior PDS or place the dependent was retained (par. U5201-A) or from a designated place to which previously transported (par. U5222-D), as applicable;

b. When a dependent traveled at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the hospital to which the member was transferred when the dependent traveled at GOV'T expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided dependent transportation. Such transportation is provided only if authorized/approved through the Secretarial Process. Par. U5225-F applies. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When a dependent travels at GOV'T expense to the HOR or PLEAD, or to some other place under par. U5222-L, such travel constitutes final separation travel unless the member is restored to duty ([63 Comp. Gen. 135 \(1983\)](#)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

***NOTE: Per diem or reimbursement for meals and lodging may not be paid ICW travel under par. U5222-M.***

1. General. A dependent of a member on duty aboard a ship:

a. Being overhauled or inactivated at a place other than its home port or

b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. U5222-M4 in lieu of the member's authorization, to the overhaul or inactivation port, NTE the cost of GOV'T-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. A dependent must not be provided

transportation under par. U2222-M unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization. All travel authorized under par. U5222-M must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

2. Ship's Home Port Not Changed. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. U7115, in which case dependent travel under par. U5222-M is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent, member, each time the authorization becomes available. The dependent travel under par. U5222-M may not exceed the cost of GOV'T-procured round trip travel for the member.

3. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/inactivation port.

4. Dependent Travel while the Ship Is Being Constructed. When the authorization conditions in par. U5222-M are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

- a. Ship's designated future home port; or
- b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

- a. Ship's future home port; or
- b. Area at which the dependent is residing;

unless the member has elected personal travel under par. U7115 D, in which case dependent transportation under par. U5222-M is not authorized. A member has the option to personally travel or substitute dependent travel each time the authorization becomes available. Authorization for this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel under par. U5222-M must begin before the ship departs the construction port.

5. Transportation Allowances. A member whose dependent travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally-procured commercial transportation (*CTO/TMC use is still MANDATORY*);
- c. The automobile mileage rate (Par. U2600) for the distance traveled by POC.

GOV'T transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5201-A1b, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation

port. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c must not exceed the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port.

N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

***NOTE: Pars. U5120-F and U5120-G when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS. The member's PCS travel is completed on the reporting date at the new PDS. Par. U10406 and Tables U10E-4 and U10E-5 for housing allowance changes when a Service defers a dependent's travel.***

1. General. The Services have limited discretionary authority (pars. U5222-N1a and U5222-N1b) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters (42 USC §5121 *et seq*) subject to approval by PDUSD (P&R). This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.

a. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication (DoDI 1315.18 <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).

b. Non-DoD Services are not subject to the DoDI but should coordinate their policies with PDUSD (P&R) for transparency among members.

2. Designation of a CONUS Area as a Non-concurrent Travel Application Area. A Service must modify/amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.

a. Upon designation of a CONUS area as a non-concurrent travel application area, dependent travel to locations within the area is not authorized at GOV'T expense until the authority designated by the Secretarial Process authorizes/approves the travel.

b. The member selects 'awaiting transportation' location for the dependent when par. U5222-N3c, U5222-N4b, or U5222-N5c applies. Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances. The member's new commanding officer may authorize/approve additional travel time when appropriate per the Service's policy (par. U5160-E). ***Pars. U5120-F and G are not applicable when the designated place has not been declared.***

Par. U5222-N2b example: A dependent had departed the old PDS en route to the new PDS when the Service declared the new PDS a non-concurrent travel area and directed the dependent to remain at a delay location. The dependent travel and transportation allowances are authorized at the 'awaiting transportation' location are: TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or PCS allowances from that location to a designated place and/or the new PDS at GOV'T expense.

3. Delayed Dependent Travel between CONUS PDSs. The member's PCS order must state that dependent travel to the new PDS under that order is not authorized until authorized/approved by the authority designated by the Secretarial Process. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at GOV'T expense. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must be modified to reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (Par. U2200-B3).

4. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

a. Delay Travel to New CONUS PDS. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must state that dependent travel under that order to the new CONUS PDS at GOV'T expense is not authorized until authorized/approved by the authority designated by the Secretarial Process. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at GOV'T expense.

b. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. U2200-B3).

5. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This par. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (Par. U2200-B3).

The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Secretarial Process. When further travel is authorized/ approved, the PCS order must be modified/amended to authorize/approve dependent travel.

6. Dependent Travels from a CONUS or an OCONUS PDS to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area. This par. applies when dependent travels to a dependent-selected location not authorized by an official travel order or performs the travel prior to the issuance of an amended/modified PCS order. Travel and transportation reimbursement for the dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

a. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

b. Anticipated Delay at a Foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel, from the CONUS or OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the GOV'T's travel and transportation cost directly from the last place to which the dependent was moved at GOV'T expense to the new PDS. ***Pars. U5120-F and G are not applicable when the authorized dependent designated place is unknown.*** Excess travel costs involving the dependent-selected location are the member's financial responsibility.

## SECTION 11: NON-TEMPORARY STORAGE (NTS)

### U5380 NON-TEMPORARY STORAGE (NTS)

#### A. General

- \*1. General. NTS is all storage other than SIT (see par. U4770-B). See APP A, NON-TEMPORARY STORAGE (NTS).
- \*2. Authority. NTS may be authorized/approved by the official designated by the Service concerned in facilities determined to provide best value to the GOV'T.
- \*3. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See APP A, NON-TEMPORARY STORAGE (NTS).
- \*4. Weight Limit. The total HHG weight transported, plus the HHG weight in NTS (at GOV'T expense on the same PCS order) should not exceed the weight allowance in par. U5310-B.
- \*5. Excess Weight. If the HHG weight in NTS, plus the HHG weight transported on the same order, exceeds the weight allowance, the member is financially responsible for the excess cost (par. U1010-B9).
- \*6. Excess Weight Charges
  - \*a. At the member's request, the GOV'T may pay the total transportation cost and other charges applicable to any excess weight that exceeds the member's HHG weight allowance and collect reimbursement for the excess cost from the member.
  - \*b. Payment for the shipment, and collection from the member, for excess charges are IAW Service regulations (par. U5340).
- \*7. Personally-Procured NTS. See par. U5320-D.

#### B. Place of NTS

- 1. General. Except as otherwise provided in par. U5380, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the GOV'T.
- 2. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.
- 3. NTS Authorized while HHG Are in Transit. HHG, en route to a destination under a prior order at the time another order is issued which authorizes the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

C. NTS as an Alternative to Transportation. Notwithstanding any provision of par. U5380, a member is authorized NTS as an alternative to transportation of any of the member's HHG when such storage is in the GOV'T's best interest. However, NTS must not be authorized as an alternative to the transportation under par. U5370-B1 incident to return of dependents under par. U5900-D2h. With this exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is authorized NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process. The place of NTS is an authorized origin point from which transportation may be made when a member later becomes authorized HHG transportation.

D. NTS Converted to SIT

1. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to SIT, in whole or in part if the member is authorized transportation/NTS, under an order.
2. The conversion is at GOV'T expense. *However, any storage cost accruing for periods in excess of 180 days are the member's financial responsibility.*
3. Unless otherwise provided in par. U5375-B3, no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

E. NTS of HHG Currently in SIT. When HHG are in SIT on the date another order is issued under which NTS is authorized, the authorized period of NTS begins on the latter order effective date (par. U5375-F or U5375-G1).

F. Withdrawal of HHG from NTS as an Alternative to Continued Storage. A member, whose HHG were placed in NTS, is authorized to withdraw any or all HHG from storage in lieu of continued NTS. However, the HHG withdrawn must be for use by the member or dependents in establishing or augmenting a place of residence. Withdrawal, a short distance move, unpacking, and uncrating are at GOV'T expense. No further transportation or storage of the withdrawn HHG is authorized before another PCS order is issued, except as otherwise provided in this Part ([45 Comp. Gen. 771 \(1966\)](#)).

G. NTS Incident to Occupancy of GOV'T/GOV'T-controlled QTRS or Privatized Housing and Incident to Vacating Local Private Sector Housing

1. Occupancy of GOV'T/GOV'T-controlled QTRS or Privatized Housing. The NTS provided for in pars. U5380-G1a and U5380-G1b applies to every member assigned to GOV'T/GOV'T-controlled QTRS or privatized housing in CONUS; it may be applied to a member assigned to OCONUS GOV'T/GOV'T-controlled QTRS if specifically authorized in Service regulations. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to par. U5380-G1. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under par. U5380-G1. Pars. U5360-F or U5365-G, respectively, for authority for a short distance move when a member is required to vacate GOV'T/GOV'T-controlled QTRS or privatized housing incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service. Par. U5355-C for a short distance move incident to assignment/termination of GOV'T/GOV'T-controlled QTRS or privatized housing under other circumstances.

a. Moving to and from GOV'T QTRS. A member is authorized NTS of HHG that cannot be accommodated in assigned GOV'T QTRS for moves directed by competent authority on the basis of a Service requirement, such as:

- (1) Assignment to GOV'T QTRS to use idle housing facilities (par. U5380-L21);
- (2) Vacating GOV'T QTRS (i.e., order, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or
- (3) Reassignment to GOV'T QTRS when the conditions, addressed in par. U5380-G1b, have been rectified or alleviated (par. U5380-L21).

NTS is not authorized incident to GOV'T QTRS assignment for the member's convenience or morale. If a member voluntarily vacates GOV'T QTRS for personal reasons or convenience, neither GOV'T funded NTS of the HHG moved from the GOV'T QTRS, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the GOV'T QTRS, is authorized. Charges for handling out delivery and unpacking of HHG in NTS as being in excess to what could be accommodated in the GOV'T QTRS to the member's local residence are payable by the GOV'T. NTS must not be authorized under par. U5380-G1 when GOV'T QTRS assignment termination is incident to the advance

return of dependents and HHG under par. U5370-B2 or early return of dependents and HHG under par. U5900-D2h.

b. Moving to and from Privatized Housing. A member is authorized NTS of HHG that cannot be accommodated in assigned privatized housing for moves directed by competent authority on the basis of a Service requirement, such as:

- (1) Assignment to privatized housing to use idle housing facilities (par. U5380-L21);
- (2) Vacating privatized housing (i.e., order, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or
- (3) Reassignment to privatized housing when the conditions, addressed in par. U5380-G1b, have been rectified or alleviated (par. U5380-L21).

NTS is not authorized incident to privatized housing assignment for the member's convenience or morale. If a member voluntarily vacates privatized housing for personal reasons or convenience, neither GOV'T funded NTS of the HHG moved from the privatized housing, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the privatized housing, is authorized. Charges for handling out delivery and unpacking of HHG in NTS as being in excess to what could be accommodated in the privatized housing to the member's local residence are payable by the GOV'T. NTS must not be authorized under par. U5380-G1 when privatized housing assignment termination is incident to the advance return of dependents and HHG under par. U5370-B2 or early return of dependents and HHG under par. U5900-D2h.

c. Moving from GOV'T-controlled QTRS. When a member occupying GOV'T-controlled QTRS is directed by competent authority to vacate the GOV'T-controlled QTRS because the GOV'T-controlled QTRS are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized NTS within the time limits in par. U5380-L23. This includes a short distance move between the GOV'T-controlled QTRS and the NTS facility incident to vacating and reoccupying the GOV'T-controlled QTRS, or between the NTS facility and GOV'T QTRS if such QTRS were occupied in lieu of reoccupying the vacated GOV'T-controlled QTRS. If vacating the GOV'T-controlled QTRS is for a temporary period, the member is authorized a combination of a short distance move under par. U5355-C and NTS under par. U5380-G1.

## 2. Incident to Vacating Local Private Sector Housing

a. Member Is Directed by Competent Authority to Vacate Local Private Sector Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an order, the member vacates local private sector housing ([52 Comp. Gen. 293 \(1972\)](#)). Par. U5355-D1 for authorization for a short distance move in such situations.

b. Member Vacates Local Private Sector Housing Incident to an Involuntary Tour Extension. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change local private sector residences on the local economy ([51 Comp. Gen. 17 \(1971\)](#) and [59 id. 626 \(1980\)](#)). NTS is authorized until the member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order. A short distance move from NTS to GOV'T or local private sector housing, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. Par. U5355-D2 for authorization for a short distance HHG move to other local private sector housing from which the member is to commute daily to the PDS.

H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage. A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

I. Successive NTS Authorization Periods. A member, whose HHG are in NTS when another order authorizing NTS is received, is authorized continued storage until the termination of authority under the latter order.

J. Order Amended, Modified, Canceled or Revoked. For NTS authority when an order is amended, modified, canceled or revoked, par. U5375-G.

K. NTS upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and authorized HHG transportation to the HOR or PLEAD under par. U5360 is authorized NTS, unless specifically prohibited in par. U5360. The time limitation for the NTS is in par. U5360-B1.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is authorized HHG transportation to a HOS, is authorized NTS of HHG for a period NTE 1 year from the date of active duty termination. The authority and circumstances in par. U5365-C apply for extending the 1-year storage limit.

L. Time Limits. NTS authority is based on the member's status as prescribed in the following table. The authority begins on the date the order is issued and continues as long as the situation exists. When authority termination in one situation is followed by the beginning of another NTS situation, the NTS period is continuous. For authorization for SIT for periods after NTS authority termination, par. U5375.

<b>Situation</b>	<b>Storage Termination</b>
1. PCS with TDY en route (par. U5345-C).	1. The member's departure date from the last TDY station to proceed to the new PDS.
2. Assignment by a PCS order or when called/ordered to active duty to pursue a course of instruction of 20 or more weeks (par. U5345-D).	2. The member's departure date from the last course of instruction following completion or termination of attendance thereat.
3. PCS CONUS PDS area to which HHG transportation is restricted (par. U5345-E).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. U5345-F).	4. Termination date of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await an order, detail, assignment or separation (par. U5345-G).	5. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. U5380-H).	6. Member's reporting not later than date, the specific reporting date shown in the next subsequent PCS order.
7. PCS to PDS located at or in the storage place vicinity (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.	7. Ninety days after the member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (par. U5345-H for storage in excess of 90 days).
8. PCS from CONUS to OCONUS PDS (pars. U5350-A and U5380-C).	8. Member's reporting not later than date or the specific reporting date shown in the next subsequent PCS order to CONUS.
9. Assignment to duty under any par. U5350-B condition.	9. Member's detachment date in CONUS, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or	10. Member's reporting not later than date, or the specific reporting date shown in the next subsequent

<b>Situation</b>	<b>Storage Termination</b>
restricted, or to a ship designated as operating OCONUS continuously for 1 year or more or assigned to staff duty ICW such ship (par. U5350-D).	PCS order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).	11. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
12. Involuntary tour extension (par. U5355-D2).	12. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
13. Separation from the Service or relief from active duty (par. U5360).	13. As prescribed in par. U5360-B1.
14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. U5365).	14. As prescribed in par. U5365-C.
15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. U5905-C3).	15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. U5370-C).	16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
17. Member dies while entitled to basic pay (par. U5372-D3a).	17. One year after date of death. If the member described in par. U5372-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member's date of death, whichever is longer.
18. Officially reported as absent for a period of more than 29 days in a missing status (par. U5372-D3b).	18. One year from date of official missing status report, unless further extended through the Secretarial Process (par. U5012-I).
19. Member is declared dead while in a missing status (par. U5372-D3c).	19. One year after date of official notice of death.
20. Member is returned to active duty from a missing status (par. U5372-E).	20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
21. HHG are stored as an alternative to transportation (par. U5380-C).	21. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
22. Assignment or reassignment of GOV'T QTRS or privatized housing (par. U5380-G1a).	22. Date member is ordered to relinquish GOV'T QTRS/privatized housing.
23. Assignment to GOV'T QTRS or privatized housing is terminated or member is required to vacate GOV'T QTRS or privatized housing temporarily (par. U5380-G1a).	23. Date member is subsequently assigned to GOV'T QTRS, privatized housing or to other QTRS under a Service's jurisdiction, is authorized to return to previously vacated or similar GOV'T QTRS/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
24. Required to temporarily vacate GOV'T-controlled (par. U5380-G1b).	24. Date member is authorized to reoccupy these GOV'T-controlled QTRS, is assigned GOV'T QTRS/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next

<b>Situation</b>	<b>Storage Termination</b>
	subsequent PCS order, whichever is earliest.
25. Installation of GOV'T owned furniture and appliances that displace similar privately owned items in GOV'T QTRS/GOV'T-controlled QTRS, privatized housing (par. U5380-G).	25. Date member is ordered to relinquish the QTRS.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time NTE the member's authorized period of storage ( <a href="#">61 Comp. Gen. 180 (1981)</a> ).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. U6010)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the OCONUS PDS vicinity is authorized.

## **PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS**

### **U7800 GENERAL**

This Part applies to Armed Forces members who are authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition IAW:

1. 10 USC §717, 37 USC §420, *and*:
2. DoDI 1330.04 (<http://www.dtic.mil/whs/directives/corres/pdf/133004p.pdf>) for DoD members (and Coast Guard when operating as a service of the Navy), *or*
- \*3. COMDTINST 1710.13 (series) for Coast Guard members.

### **U7801 POLICY**

A. General. An Armed Forces member may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized under par. U7800.

B. Authorization/Approval. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederation of Reserve Officers (CIOR) is authorized/ approved by the Secretary of State.

C. Participation. Participation in other international competitions is contingent upon a Secretary of State determination that U.S. interests are served by participating in each such event.

### **U7803 ALLOWANCES**

An Armed Forces member, who is authorized to attend, train for, and/or participate in the competitions in par. U7801, is authorized TDY travel and transportation allowances.

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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 order 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.

**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 (GSBCA 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 order 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);

**Part 1: Definitions (JFTR/JTR)**

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- 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.**

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## 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 Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

**\*NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JFTR, par. U5380, and JTR, par. C5195.

#### OCONUS

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

**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.

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**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**.

**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 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. (*continued on next page.....*)

**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.

**RELOCATION SERVICE COMPANY (RSC).** A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

**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

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## 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 a travel order) 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 order 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.

**PART 1: DoD MEMBERS**

**NOTE: For NOAA, see APP Q, Part II.**

- A. Tour Length Establishment. A tour length is established IAW DoDI 1315.18, par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW DoDI 1315.18, par. E.3.1. **Do not submit a tour length change proposal to PDTATAC.**
- C. Tour Length Exception. The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DoDI 1315.18, par. E.3.1.1 (12 January 05).
- D. Tour Lengths. The following are OCONUS tour lengths *for a DoD member only (other than a Defense Attaché)*: DoDI 1315.18, par. E3.1.1 (12 January 05):

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>All OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
Kabul (Personnel assigned to SAO)	N/A	12	08-10-07	<b>11</b>
<b>Alaska</b> (except as indicated)	36	36		<b>1</b>
Adak	N/A	12		
Clear	N/A	12		
Eareckson	N/A	12		
Fort Greely	24	12	05-01-04	
Galena	N/A	12		
King Salmon	N/A	12		
Marine Corps Security Forces	24	12		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	12-07-04	
<b>American Samoa</b>	N/A	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Aruba</b>	24	18		
<b>Australia</b> (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
<b>Austria</b>	36	24		
<b>Azerbaijan</b>				
Baku (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Azores</b> (See Portugal)				
<b>Bahamas</b>				
Andros Island	24	24		
<b>Bahrain</b>	24	12		<b>14</b>
<b>Bangladesh</b>	24	18		
<b>Belgium</b> (except as indicated)	36	24		
Bertrix	N/A	12		
<b>Belize</b>	24	18	09-17-04	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
<b>Benin</b>	24	12		
<b>Bermuda</b>	36	24		
<b>Bolivia</b>	24	18		
<b>Bosnia-Herzegovina</b>				
Banja Luka	24	18	06-30-08	<b>15</b>
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Botswana</b>	24	12		
<b>Brazil</b>	36	24		
<b>British Indian Ocean Territory</b>				
Diego Garcia Island	N/A	12		
<b>Bulgaria</b>				
Sofia	24	12		
<b>Burkina Faso</b>	24	12		
<b>Cambodia</b> (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
<b>Canada</b> (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
<b>Chad</b>	24	12	05-02-08	<b>12</b>
<b>Chile</b>	36	24		
<b>Columbia</b>	24	18		
<b>Commonwealth of the N. Mariana Islands</b> (incl. Saipan)	24	12		
<b>Costa Rica</b>	36	24		
<b>Crete</b> (See Greece)				
<b>Croatia</b>				
Zagreb	24	12		
<b>Cuba</b>				
Guantanamo Bay	30	18	04-05-07	<b>2</b>
JTF-GTMO	24	12	04-05-07	<b>2</b>
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		
<b>Czech Republic</b>				
Prague	36	24		
<b>Democratic Republic of Congo</b> (formerly Zaire)	24	12		
<b>Denmark</b> (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	N/A	12		
<b>Egypt</b> (except as indicated)	24	18		
Beni Suef	N/A	12		
Cairo (ETSS personnel only)	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
<b>El Salvador</b>	N/A	12		
Personnel assigned to SAO	24	18		
<b>England</b> (See United Kingdom)				
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
<b>Ghana</b>				
Accra (Personnel assigned to ODC)	24	18	03-19-07	<b>11</b>
<b>Gibraltar</b>	36	24		
<b>Greece</b> (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	24	18		
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	<b>11</b>
<b>Hawai'i</b> (except as indicated)	36	36		<b>1</b>
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	N/A	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
<b>Iceland</b> (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
<b>India</b>	24	12		
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
<b>Jamaica</b>	24	12		
<b>Japan</b> (except as indicated)	36	24		<b>3</b>
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
<b>Johnston Atoll</b>	N/A	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
Astana (Personnel assigned to SAO)	24	12	08-10-07	<b>11</b>
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	<b>4, 7</b>
Chongju AB	N/A	12		<b>4</b>
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		<b>4, 5, 6</b>
Gwangju AB (ROK)	N/A	12		<b>4</b>
Joint Security Area	N/A	12		<b>4</b>
Kunsan AB (US)	N/A	12		<b>4</b>
Mujak/Pohang	N/A	12		<b>4</b>
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		<b>4, 5, 6</b>
<b>Kuwait</b>	24	12		<b>9</b>
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	N/A	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>Liberia</b>	24	18	06-30-08	<b>15</b>
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	N/A	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	N/A	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	<b>11</b>
<b>Morocco</b> (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	N/A	12		
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	<b>11</b>
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa</b> (See Japan)				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		
<b>Panama</b> (except as indicated)	36	24		
Galeta Island	N/A	12		
<b>Paraguay</b>	24	18		
<b>Peru</b> (except as indicated)	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Lima MAAG	30	18		
<b>Philippines</b> (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal</b> (except as indicated)	36	24		
Azores Islands	24	15		
<b>Puerto Rico</b> (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
<b>Russia</b>				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	<b>11</b>
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>Saudi Arabia</b> (except as indicated)	24	12		<b>8</b>
Eskan Village, Riyadh	24	12	07-18-08	<b>13</b>
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	<b>11</b>
<b>Serbia</b>				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	<b>11</b>
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain</b> (except as indicated)	36	24		
Adamuz	N/A	12		
*Albacete (Los Llanos Air Base – USAF Only)	*24	*24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand</b> (except as indicated)	24	18		
Bangkok	36	24		
<b>Tunisia</b>	24	18		
<b>Turkey</b> (except as indicated)	24	15		
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	N/A	12		
Izmit	N/A	12		
Karatas	24	12		
Malatya	24	12		
Murted	N/A	12		
Oratakoy	N/A	12		
Pirinclik	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		<b>3</b>
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	12-01-03	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	N/A	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	N/A	12		
<b>Yemen, Republic of</b>	36	24	06-30-08	<b>15</b>

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Zaire (See Democratic Republic of Congo)				

**NOTES:**

1. Tour-length policies for a member assigned to a duty station within Alaska or within Hawai'i are outlined in DoDI 1315.18, par. E3.1.
2. Dependents are permitted only when GOV'T QTRS are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
5. Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.
6. A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
7. For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
8. Due to threat levels, dependents are not currently authorized at this location.
9. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
10. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
11. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."
 

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.
12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

**13.** PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DoDI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).

**14.** USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DoDI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).

**15.** May be accompanied by adult dependents age 18 years or older.

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APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

C. Authorized Period. A location shown is ‘authorized’ until removed from the list (regardless of the re-certification date shown next to the destination). JFTR, par. U7600-H (uniformed member) and JTR, par. C7700-I2 (DoD civilian employee).

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

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
Argentina, Buenos Aires	SOUTHCOM	Miami	*15 Jun 2013
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	28 Sep 2012
Bahrain, Manama	CENTCOM	Baltimore	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	*15 Jun 2013
Belarus, Minsk	EUCOM	Baltimore	<b>31 Jul 2009</b>
Belize, Belmopan	SOUTHCOM	Miami	*15 Jun 2013
Bolivia, La Paz	SOUTHCOM	Miami	*15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	31 Oct 2011

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
Brazil			
Brasilia	SOUTHCOM	Miami	*15 Jun 2013
Rio de Janeiro	SOUTHCOM	Miami	*15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	*15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	28 Sep 2012
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	27 May 2012
Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	27 May 2012
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	27 May 2012
Chile, Santiago	SOUTHCOM	Miami	*15 Jun 2013
China, Beijing	PACOM	Honolulu	15 Feb 2013
Colombia, Bogota	SOUTHCOM	Miami	*15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	*15 Jun 2013
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	27 May 2012
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	*15 Jun 2013
Havana (for USCG uniformed members only)	USCG	Miami	31 Jan 2012
Cyprus, Nicosia	EUCOM	Baltimore	31 Oct 2011
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	*15 Jun 2013
Ecuador, Quito	SOUTHCOM	Miami	*15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	*15 Jun 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Estonia, Tallinn	EUCOM	Baltimore	31 Oct 2011
Ethiopia, Addis Ababa	AFRICOM	Baltimore	27 May 2012
Fiji, Suva	PACOM	Honolulu	15 Feb 2013
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	27 May 2012
Georgia, Tbilisi	EUCOM	Baltimore	28 Sep 2012
Ghana, Accra	AFRICOM	Washington Dulles International Airport	27 May 2012
Greece			
Athens	EUCOM	Baltimore	31 Oct 2011
Larissa	EUCOM	Baltimore	28 Sep 2012
Greenland, Thule 1/	EUCOM	Baltimore	27 May 2012
Guatemala, Guatemala City	SOUTHCOM	Miami	*15 Jun 2013
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	*15 Jun 2013
Haiti, Port au Prince	SOUTHCOM	Miami	*15 Jun 2013
Honduras, Tegucigalpa	SOUTHCOM	Miami	*15 Jun 2013
Hong Kong	PACOM	Los Angeles	15 Feb 2013
India, New Delhi	PACOM	Honolulu	15 Feb 2013
Indonesia, Jakarta	PACOM	Honolulu	15 Feb 2013
Iraq ( <i>eff 2 May 2011</i> )	EUCOM	Baltimore	1 May 2013
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	*15 Jun 2013
Jordan, Amman	CENTCOM	Baltimore	1 May 2013
Kazakhstan, Astana	CENTCOM	Baltimore	1 May 2013
Kenya, Nairobi	AFRICOM	Baltimore	17 Apr 2013
Kosovo, Pristina ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	1 May 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
Laos, Vientiane	Joint POW/MIA	Honolulu	<b>31 Oct 2006</b>
Latvia, Riga	EUCOM	Baltimore	31 Oct 2011
Lebanon, Beirut	CENTCOM	Baltimore	1 May 2013
Liberia, Monrovia ( <i>eff 12 Sep 2008</i> )	AFRICOM	Baltimore	27 May 2012
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	27 May 2012
Lithuania, Vilnius	EUCOM	Baltimore	31 Oct 2011
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	31 Oct 2011
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
Malta, Valletta ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	31 Oct 2011
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	31 Oct 2011
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	*15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria			
Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
Lagos	AFRICOM	Baltimore	<b>28 Feb 2010</b>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	*15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	*15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	*15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania, Bucharest	EUCOM	Baltimore	31 Oct 2011
Russia, Moscow	EUCOM	Baltimore	31 Oct 2011
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown ( <i>eff 18 Apr 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum ( <i>eff 18 April 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Suriname, Paramaribo	SOUTHCOM	Miami	*15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
Thailand, JUSMAGTHAI ( <i>eff 21 Jan 2009</i> )			
Bangkok	PACOM	Honolulu	15 Feb 2013
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	*15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012
Turkey, Ankara	UCOM	Baltimore	31 Oct 2011
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	27 May 2012
Ukraine, Kiev	EUCOM	Baltimore	31 Oct 2011
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	*15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	*15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	27 May 2012
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	27 May 2012

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

2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.