

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**CHANGE 548****1 JUNE 2011**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 June 2011 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

SAMUEL B. RETHERFORD

Deputy Assistant Secretary of the Army
(Military Personnel)

DR. RUSSELL BELAND

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

BILL BOOTH

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

D. Applicable CAP Items. This change includes all material written in the following CAP Items: 133-10(R), 19-11(E), 21-11(E), 24-11(I), 26-11(E), 32-11(E), 33-11(I), 36-11(I) thru 38-11(I), 40-11(I) thru 42-11(I), 44-11(I) thru 48-11(I).

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

C1055-C and C4550. Adds CBCA decision reinforcing that, when a reduced per diem rate is authorized/approved; the reduced rate must be authorized/approved before the travel begins and the reduced rate must be indicated on the order.

C2052 and APP G. Moves GOV'T conveyance reimbursable expenses information to APP G.

C4435. Deletes unnecessary wording.

C4608-A2e. Aligns the JFTR/JTR where policy is the same regarding Actual Expense Allowance (AEA).

C5120-A. Define secondary education for eligible SDT/educational travel allowances and align the education definitions within the JFTR/JTR references with DSSR, par. 281 (rev. 6/6/2010) to unify the education definitions for eligible dependents.

C5352-D2. Adds CBCA decision reinforcing that TQSE must be authorized before temporary lodging is occupied and may not be approved after the fact for any days that have passed before TQSE is initially authorized, except when an extension is approved IAW JTR, par. C5364-B2.

C5710-A1, and APP A. Clarifies and coordinates the definitions for ACTUAL EXPENSE and SUBSISTENCE EXPENSE.

C7750-B1 and C7700-K. Restates that per diem is not authorized for R&R, FEML, SR&R, and convalescent leave during the leave or during the travel to and from the leave location.

Chapter 7, Part C. Rewrites and reformats wording for escort and attendant travel.

Chapter 7, Part I. Rewrites and reformats wording for travel and transportation expense reimbursement when accompanying a member of congress and/or congressional staff.

Chapter 7, Part K. Rewrites and reformats wording for medical travel.

Chapter 7, Part L. Rewrites and reformats wording for family visitation travel (FVT).

Chapter 7, Part P. Rewrites and reformats wording for civilian family member of a seriously ill or injured uniformed service member.

APP A. Adds TCS to categories of travel under the definition and what items qualify as of Unaccompanied Baggage in APP A.

APP E1-C5a and APP E1-A2u. Adds family member attendance of the transfer of remains at Dover AFB as ITA travel in APP E. Authorizes travel and transportation allowances for designated individuals (other than dependents) to attend a Yellow Ribbon Reintegration Event.

APP II-A3. Deletes requirement for Echelon 1 Command approval for TDY over 12 months in the Navy Delegation Authority Table in APP I since this authority was moved to the Secretary Concerned.

APP S. Updates FEML locations.

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 548

1 JUNE 2011

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

| JTR | 548 06-11 | 547 05-11 | 546 04-11 | 545 03-11 | 544 02-11 | 543 01-11 | 542 12-10 | 541 11-10 | 540 10-10 | 539 09-10 | 538 08-10 | 537 07-10 | 536 06-10 | 535 05-10 |
|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Title Page | 524 | 524 | 524 | 524 | 524 | 524 | 524 | 524 | 524 | 524 | 524 | 524 | 524 | 524 |
| Cover Letter | 548 | 547 | 546 | 545 | 544 | 543 | 542 | 541 | 540 | 539 | 538 | 537 | 536 | 535 |
| Record of Changes | 548 | 547 | 546 | 545 | 544 | 543 | 542 | 541 | 540 | 539 | 538 | 537 | 536 | 535 |
| Introduction | 547 | 547 | 546 | 531 | 531 | 531 | 531 | 531 | 531 | 531 | 531 | 531 | 531 | 531 |
| Table of Contents | 544 | 544 | 544 | 544 | 544 | 542 | 542 | 541 | 540 | 534 | 534 | 534 | 534 | 534 |
| Chapter 1 | | | | | | | | | | | | | | |
| TOC | 547 | 547 | 541 | 541 | 541 | 541 | 541 | 541 | 540 | 534 | 534 | 534 | 534 | 534 |
| Part A | 547 | 547 | 541 | 541 | 541 | 541 | 541 | 541 | 540 | 538 | 538 | 537 | 534 | 534 |
| Part B | 548 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part C | 542 | 542 | 542 | 542 | 542 | 542 | 542 | 517 | 517 | 517 | 517 | 517 | 517 | 517 |
| Part D | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 536 | 536 | 536 | 536 | 525 |
| Part E | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 523 | 523 | 523 | 523 | 523 | 523 |
| Chapter 2 | | | | | | | | | | | | | | |
| TOC | 548 | 544 | 544 | 544 | 544 | 543 | 542 | 541 | 540 | 532 | 532 | 532 | 532 | 532 |
| Part A | 546 | 546 | 546 | 542 | 542 | 542 | 542 | 541 | 540 | 534 | 534 | 534 | 534 | 534 |
| Part B | 548 | 542 | 542 | 542 | 542 | 542 | 542 | 525 | 525 | 525 | 525 | 525 | 525 | 525 |
| Part C | 543 | 543 | 543 | 543 | 543 | 543 | 541 | 541 | 539 | 539 | 534 | 534 | 534 | 534 |
| Part D1 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 |
| Part D2 | 543 | 543 | 543 | 543 | 543 | 543 | 521 | 521 | 521 | 521 | 521 | 521 | 521 | 521 |
| Part D3 | 542 | 542 | 542 | 542 | 542 | 542 | 542 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part D4 | 546 | 546 | 546 | 544 | 544 | 543 | 542 | 541 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part E1 | 543 | 543 | 543 | 543 | 543 | 543 | 543 | 540 | 540 | 518 | 518 | 518 | 518 | 518 |
| Part E2 | 546 | 546 | 546 | 542 | 542 | 542 | 542 | 540 | 540 | 534 | 534 | 534 | 534 | 534 |
| Part E3 | 546 | 546 | 546 | 540 | 540 | 540 | 540 | 540 | 540 | 534 | 534 | 534 | 534 | 534 |
| Part E4 | 546 | 546 | 546 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 |
| Part E5 | 546 | 546 | 546 | 545 | 540 | 540 | 540 | 540 | 540 | 532 | 532 | 532 | 532 | 532 |
| Part E6 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 518 | 518 | 518 | 518 | 518 |
| Part E7 | 546 | 546 | 546 | 543 | 543 | 543 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 |
| Part F | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 |
| Part G | 547 | 547 | 545 | 545 | 541 | 541 | 541 | 541 | 531 | 531 | 531 | 531 | 531 | 531 |
| Part H | 546 | 546 | 546 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 |
| Part I | 544 | 544 | 544 | 544 | 544 | 543 | 540 | 540 | 540 | 532 | 532 | 532 | 532 | 532 |
| Part J | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 |
| Chapter 4 | | | | | | | | | | | | | | |
| TOC | 546 | 546 | 546 | 544 | 544 | 542 | 542 | 541 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part A | 548 | 544 | 544 | 544 | 544 | 542 | 542 | 537 | 537 | 537 | 537 | 537 | 535 | 535 |
| Part B | 548 | 547 | 546 | 545 | 544 | 543 | 542 | 541 | 540 | 538 | 538 | 534 | 534 | 534 |
| Part C | 548 | 546 | 546 | 542 | 542 | 542 | 542 | 532 | 532 | 532 | 532 | 532 | 532 | 532 |
| Part D | 543 | 543 | 543 | 543 | 543 | 543 | 542 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part E | 546 | 546 | 546 | 544 | 544 | 542 | 542 | 532 | 532 | 532 | 532 | 532 | 532 | 532 |
| Part F | 546 | 546 | 546 | 541 | 541 | 541 | 541 | 541 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part G | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part H | 542 | 542 | 542 | 542 | 542 | 542 | 542 | 534 | 534 | 534 | 534 | 534 | 534 | 534 |

| JTR | 548 06-11 | 547 05-11 | 546 04-11 | 545 03-11 | 544 02-11 | 543 01-11 | 542 12-10 | 541 11-10 | 540 10-10 | 539 09-10 | 538 08-10 | 537 07-10 | 536 06-10 | 535 05-10 |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Part I | 542 | 542 | 542 | 542 | 542 | 542 | 542 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |
| Chapter 5 | | | | | | | | | | | | | | |
| TOC | 545 | 545 | 545 | 545 | 544 | 542 | 542 | 541 | 540 | 535 | 535 | 535 | 535 | 535 |
| Part A | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 |
| Part B | 546 | 546 | 546 | 545 | 543 | 543 | 542 | 541 | 537 | 537 | 537 | 537 | 536 | 535 |
| Part C1 | 543 | 543 | 543 | 543 | 543 | 543 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part C2 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 |
| Part C3 | 548 | 546 | 546 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 |
| Part C4 | 546 | 546 | 546 | 543 | 543 | 543 | 542 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part C5 | 546 | 546 | 546 | 544 | 544 | 542 | 542 | 540 | 540 | 517 | 517 | 517 | 517 | 517 |
| Part D1 | 544 | 544 | 544 | 544 | 544 | 541 | 541 | 541 | 540 | 537 | 537 | 537 | 535 | 535 |
| Part D2 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 537 | 537 | 537 | 537 | 535 | 535 |
| Part D3 | 544 | 544 | 544 | 544 | 544 | 541 | 541 | 541 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part D4 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 540 | 535 | 535 | 535 | 535 | 535 |
| Part E1 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 |
| Part E2 | 545 | 545 | 545 | 545 | 541 | 541 | 541 | 541 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part E3 | 546 | 546 | 546 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part F | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 537 | 537 | 537 | 519 | 519 |
| Part G | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part H1 | 548 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part H2 | 546 | 546 | 546 | 544 | 544 | 543 | 542 | 541 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part H3 | 546 | 546 | 546 | 542 | 542 | 542 | 542 | 529 | 529 | 529 | 529 | 529 | 529 | 529 |
| Part I | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 540 | 524 | 524 | 524 | 524 | 524 |
| Part J | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 527 | 527 | 527 | 527 | 527 | 527 |
| Part K | 546 | 546 | 546 | 542 | 542 | 542 | 542 | 541 | 536 | 536 | 536 | 536 | 536 | 530 |
| Part L1 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 527 | 527 | 527 | 527 | 527 | 527 |
| Part L2 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 527 | 527 | 527 | 527 | 527 |
| Part L3 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 | 519 |
| Part L4 | 527 | 527 | 527 | 527 | 527 | 527 | 527 | 527 | 527 | 527 | 527 | 527 | 527 | 527 |
| Part L5 | 546 | 546 | 546 | 544 | 544 | 541 | 541 | 541 | 523 | 523 | 523 | 523 | 523 | 523 |
| Part M | 546 | 546 | 546 | 538 | 538 | 538 | 538 | 538 | 538 | 538 | 538 | 532 | 532 | 532 |
| Part N | 546 | 546 | 546 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 | 533 |
| Part O | 548 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 536 | 536 | 536 | 536 | 536 | 534 |
| Part P1 | 544 | 544 | 544 | 544 | 544 | 541 | 541 | 541 | 540 | 537 | 537 | 537 | 530 | 530 |
| Part P2 | 542 | 542 | 542 | 542 | 542 | 542 | 542 | 533 | 533 | 533 | 533 | 533 | 533 | 533 |
| Part P3 | 545 | 545 | 545 | 545 | | | | | | | | | | |
| Part Q1 | 535 | 535 | 535 | 535 | 535 | 535 | 535 | 535 | 535 | 535 | 535 | 535 | 535 | 535 |
| Part Q2 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 520 |
| Part Q3 | 543 | 543 | 543 | 543 | 543 | 543 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 |
| Part R | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 517 | 517 |
| Chapter 6 | | | | | | | | | | | | | | |
| TOC | 544 | 544 | 544 | 544 | 544 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 |
| Part A | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part B | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 |
| Part C1 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 |
| Part C2 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 |
| Part C3 | 546 | 546 | 546 | 541 | 541 | 541 | 541 | 541 | 523 | 523 | 523 | 523 | 523 | 523 |
| Part C4 | 542 | 542 | 542 | 542 | 542 | 542 | 542 | 541 | 529 | 529 | 529 | 529 | 529 | 529 |
| Part C5 | 546 | 546 | 546 | 542 | 542 | 542 | 542 | 529 | 529 | 529 | 529 | 529 | 529 | 529 |
| Part D | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 | 526 |
| Chapter 7 | | | | | | | | | | | | | | |
| TOC | 548 | 547 | 544 | 544 | 544 | 542 | 542 | 541 | 540 | 538 | 538 | 536 | 536 | 534 |
| Part A | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | 530 |

| JTR | 548 06-11 | 547 05-11 | 546 04-11 | 545 03-11 | 544 02-11 | 543 01-11 | 542 12-10 | 541 11-10 | 540 10-10 | 539 09-10 | 538 08-10 | 537 07-10 | 536 06-10 | 535 05-10 |
|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Part B | 546 | 546 | 546 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 |
| Part C | 548 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 |
| Part D | 546 | 546 | 546 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 | 518 |
| Part E | 547 | 547 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 |
| Part F | 546 | 546 | 546 | 542 | 542 | 542 | 542 | 520 | 520 | 520 | 520 | 520 | 520 | 520 |
| Part G | 546 | 546 | 546 | 541 | 541 | 541 | 541 | 541 | 523 | 523 | 523 | 523 | 523 | 523 |
| Part H | 546 | 546 | 546 | 523 | 523 | 523 | 523 | 523 | 523 | 523 | 523 | 523 | 523 | 523 |
| Part I | 548 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 534 | 534 | 534 | 534 | 534 |
| Part J | 546 | 546 | 546 | 543 | 543 | 543 | 540 | 540 | 540 | 538 | 538 | 532 | 532 | 532 |
| Part K | 548 | 546 | 546 | 544 | 544 | 542 | 542 | 541 | 540 | 525 | 525 | 525 | 525 | 525 |
| Part L | 548 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 520 | 520 | 520 | 520 | 520 |
| Part M | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 534 | 534 | 534 | 534 | 534 |
| Part N | 548 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 529 |
| Part O | 548 | 544 | 544 | 544 | 544 | 543 | 542 | 538 | 538 | 538 | 538 | 532 | 532 | 532 |
| Part P | 548 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 |
| Part Q | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 536 | 536 | 536 | 536 | 531 |
| Part R | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part S | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 537 | 534 | 534 |
| Part T | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part U | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part V | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 534 |
| Appendix A | | | | | | | | | | | | | | |
| TOC | | | | | | | | | 540 | 531 | 531 | 531 | 531 | 531 |
| Part 1 | 548 | 547 | 546 | 545 | 544 | 543 | 542 | 541 | 540 | 537 | 537 | 537 | 535 | 535 |
| Part 2 | 542 | 542 | 542 | 542 | 542 | 542 | 542 | 541 | 540 | 536 | 536 | 536 | 536 | 535 |
| Part 3 | | | | | | | | | 540 | 535 | 535 | 535 | 535 | 535 |
| Part 4 | | | | | | | | | 540 | 537 | 537 | 537 | 536 | 532 |
| Appendix E | | | | | | | | | | | | | | |
| TOC | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 |
| Part 1 | 548 | 547 | 546 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 | 532 |
| Part 2 | 546 | 546 | 546 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part 3 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 534 | 534 | 534 | 534 | 534 | 534 |
| Appendix F | | | | | | | | | | | | | | |
| TOC | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 |
| Part 1 | 543 | 543 | 543 | 543 | 543 | 543 | 542 | 520 | 520 | 520 | 520 | 520 | 520 | 520 |
| Part 2 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 |
| Appendix G | | | | | | | | | | | | | | |
| APP G | 548 | 546 | 546 | 545 | 544 | 543 | 541 | 541 | 540 | 537 | 537 | 537 | 535 | 535 |
| Appendix H | | | | | | | | | | | | | | |
| TOC | 544 | 544 | 544 | 544 | 544 | 543 | 540 | 540 | 540 | 532 | 532 | 532 | 532 | 532 |
| Part 1 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 528 | 528 | 528 | 528 | 528 |
| Part 2A | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 528 | 528 | 528 | 528 | 528 |
| Part 2B | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 520 | 520 | 520 | 520 | 520 |
| Part 2C | 546 | 546 | 546 | 542 | 542 | 542 | 542 | 540 | 540 | 520 | 520 | 520 | 520 | 520 |
| Part 3A | 543 | 543 | 543 | 543 | 543 | 543 | 540 | 540 | 540 | 520 | 520 | 520 | 520 | 520 |
| Part 3B | 546 | 546 | 546 | 542 | 542 | 542 | 542 | 540 | 540 | 520 | 520 | 520 | 520 | 520 |
| Part 4A | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 532 | 532 | 532 | 532 | 532 |
| Part 4B | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 532 | 532 | 532 | 532 | 532 |
| Part 5A | 543 | 543 | 543 | 543 | 543 | 543 | | | | | | | | |
| Part 5B | 543 | 543 | 543 | 543 | 543 | 543 | | | | | | | | |
| Appendix I | | | | | | | | | | | | | | |
| TOC | 544 | 544 | 544 | 544 | 544 | 512 | 512 | 512 | 512 | 512 | 512 | 512 | 512 | 512 |
| Part 1 | 548 | 543 | 543 | 543 | 543 | 543 | 541 | 541 | 540 | 530 | 530 | 530 | 530 | 530 |

| JTR | 548 06-11 | 547 05-11 | 546 04-11 | 545 03-11 | 544 02-11 | 543 01-11 | 542 12-10 | 541 11-10 | 540 10-10 | 539 09-10 | 538 08-10 | 537 07-10 | 536 06-10 | 535 05-10 |
|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Part 2 | 547 | 547 | 541 | 541 | 541 | 541 | 541 | 541 | 540 | 525 | 525 | 525 | 525 | 525 |
| Part 3 | 547 | 547 | 542 | 542 | 542 | 542 | 542 | 541 | 540 | 526 | 526 | 526 | 526 | 526 |
| Part 4 | 547 | 547 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 534 | 534 | 534 | 534 | 534 |
| Appendix O | | | | | | | | | | | | | | |
| TOC | 544 | 544 | 544 | 544 | 544 | 528 | 528 | 528 | 528 | 528 | 528 | 528 | 528 | 528 |
| APP O | 546 | 546 | 546 | 545 | 544 | 542 | 542 | 541 | 540 | 539 | 536 | 536 | 536 | 534 |
| Appendix P | | | | | | | | | | | | | | |
| TOC | 544 | 544 | 544 | 544 | 544 | 541 | 541 | 541 | 540 | 521 | 521 | 521 | 521 | 521 |
| Part 1 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 534 | 534 | 534 | 534 | 534 | 534 |
| Part 2 | 546 | 546 | 546 | 543 | 543 | 543 | 541 | 541 | 540 | 532 | 532 | 532 | 532 | 532 |
| Appendix Q | | | | | | | | | | | | | | |
| TOC | 544 | 544 | 544 | 544 | 544 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 |
| Part1 | 548 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 539 | 527 | 527 | 527 | 527 |
| Part2 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 |
| Part3 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 539 | 529 | 529 | 529 | 529 |
| Part4 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 | 517 |
| Appendix R | | | | | | | | | | | | | | |
| TOC | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 521 | 521 | 521 | 521 | 521 | 521 |
| Part 1 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 541 | 530 | 530 | 530 | 530 | 530 | 530 |
| Part 2 | 546 | 546 | 546 | 544 | 544 | 542 | 542 | 541 | 532 | 532 | 532 | 532 | 532 | 532 |
| Appendix S | | | | | | | | | | | | | | |
| APP S | 548 | 546 | 546 | 543 | 543 | 543 | 542 | 539 | 539 | 539 | 538 | 537 | 536 | 528 |
| Appendix T | | | | | | | | | | | | | | |
| TOC | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 540 | 521 | 521 | 521 | 521 | 521 |
| APP T | 544 | 544 | 544 | 544 | 544 | 540 | 540 | 540 | 540 | 538 | 538 | 528 | 528 | 528 |
| Appendix U | | | | | | | | | | | | | | |
| APP U | 543 | 543 | 543 | 543 | 543 | 543 | 542 | 539 | 539 | 539 | 537 | 537 | 526 | 526 |

PART B: CONDITIONS/FACTORS

C1050 GENERAL

A. Prohibition Not Stated. There may be circumstances when travel and transportation allowances are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized.*

B. Travel Justification ([FTR §301-71.101](#))

1. Directed Travel. Travel and transportation at GOV'T expense may be directed only:

- a. When officially justified, and
- b. By means which meet mission requirements consistent with good management practices.

2. Employee Expenses. An employee must not be directed to perform official travel:

- a. At personal expense, or
- b. At reimbursement rates/amounts inconsistent with provisions in the JTR.

3. Limited Travel Funds. Limited travel funds is not a basis for:

- a. Denying reimbursement for official travel, or
- b. Reducing allowances.

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD COMPONENT to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare. Par. C5080-F for short distance moves. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. A reasonable advance notice period should not be less than 30 days except when:

- a. The employee and both the losing/gaining agencies agree on a shorter period;
- b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or
- c. There are emergency circumstances.

C. PCS

1. Order. ([FTR §302-2.102](#), [§302-2.103](#), [§302-2.104](#)) When GOV'T-funded PCS is authorized:

- a. A written order must be issued to a new appointee/employee prior to the appointee/ employee reporting to the first/new official station. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Agency/Service regulations (par. C5100-A),
- b. An appointee/employee should not incur PCS expenses (in anticipation of a PCS) until the written order has been received,
- c. The order must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. Par. C5080-B for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:

- (1) Successive changes to these regulations governing PCS allowances, and
- (2) The extended period of time that an employee retains eligibility for certain allowances. Par. C1057.

b. The regulations in effect on the appointee's/employee's appointment/transfer effective date (APP A) apply for payment/reimbursement purposes.

D. Travel Official. An official responsible for directing travel and/or approving reimbursement also is responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. A traveler under an official order may use:

1. GOV'T QTRS,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under DoD jurisdiction.

B. Availability/Use. The conditions and limitations relating to facilities availability/use are in AR 60-20, dated 15 December 1992, AAFES Operating Policies, DoDI 1330.09, dated 7 December 2005 Under Secretary of Defense for Personnel and Readiness (USD (P&R)), Subject: Armed Services Exchange Policy at <http://www.dtic.mil/whs/directives/corres/pdf/133009p.pdf> and DoDI 1330.17, dated 8 October 2008, Subject: Armed Services Commissary Operations at <http://www.dtic.mil/whs/directives/corres/pdf/133017p.pdf>, and at the local commander's discretion.

C1052 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave. A new appointee is in a duty status while traveling to the first PDS.

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, DoD 1400.25-M, Section SC630.7.4.3. Permanent Change of Duty Station (PCS), at <http://www.cpms.osd.mil/assets/39e67e3d4e574647b6e63d918606673d/m1400630.chg2.pdf>

NOTE 2: APP A for definitions of "Different (or Separate) Departments and Agencies," "DoD COMPONENT," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).

B. Movement between Different Departments and Agencies or DoD COMPONENTS ([FTR §302-2.105](#))

NOTE: Par. C1052 applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD COMPONENTS, to or from non-DoD agencies.

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD COMPONENT IAW par. C5005.

2. Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105). Necessary transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.

3. Movement under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD COMPONENT are funded IAW par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with a service agreement. An employee serving without a service agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DoD COMPONENT

1. General. Except as indicated in pars. C1052-C2 through C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the gaining activity's discretion when the gaining activity elects to pay necessary movement costs.

2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.

3. BRAC. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity NTE the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the MEA, real estate allowances (if the employee is eligible), and at its discretion for a HHT (if the employee is eligible) and TQSE for an:

- a. Employee who completes the prescribed tour of duty under the current service agreement;
- b. Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD COMPONENT;
- c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and
- d. Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. C1052-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD COMPONENT in Hawai'i. Pars. C1052-C2 through C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD COMPONENT.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs when an employee fails to satisfactorily complete a probationary period.

D. RAT

NOTE: APP A for "Actual Residence".

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.
2. Return to a Different OCONUS PDS. Except for a DoDEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD COMPONENT, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD COMPONENT must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DoDEA, all PCS costs must be paid by the gaining (area) activity.
3. Obtaining a Position while on Leave in the U.S. An employee:
 - a. Who:
 - (1) Returns to the U.S. under a renewal agreement, and
 - (2) Arranges a move to a PDS in the U.S. while on leave,
 - b. Is authorized:
 - (1) Reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence indicated in the OCONUS service agreement. The losing OCONUS activity must pay the necessary travel and transportation costs to the new PDS NTE the cost to the actual residence.
 - (2) If the GOV'T incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.
 - (3) Necessary additional travel and transportation costs to the new PDS may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the order to provide for return from the losing activity to the actual residence for separation.
 - (4) The travel and transportation expenses are funded as provided in par. C1052-E.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence, or an alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.
2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in GOV'T service in a different department/agency in the actual residence geographical locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD COMPONENT without a Break in Service after Separation from the Losing Activity

a. When an employee under an agreement:

- (1) Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- (2) After arrival at the destination is employed by another DoD COMPONENT without a break in service,

b. The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence. For the conditions and limitations regarding payment by the gaining DoD COMPONENT when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is or becomes eligible for separation travel and transportation allowances.

F. DoD Domestic Dependent School Board Members. The SECDEF may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. DoDI 1342.25, par. 5.4.5, dated 30 October 1996, (<http://www.dtic.mil/whs/directives/corres/pdf/134225p.pdf>) "*School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);*" *concerning eligibility for reimbursement for official travel.*

C1053 IDENTIFICATION CARD

A. General. When an employee is authorized OCONUS TDY travel or PCS assignment, identification card issuance is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians) (<http://www.dtic.mil/whs/directives/corres/pdf/100001p.pdf>), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (<http://www.dtic.mil/whs/directives/corres/pdf/100013p.pdf>).

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearances,
5. Special conditions, and

6. Other restrictions.

B. No-Fee Passport

1. Authority. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green card). APP G.

2. Travel Requirements

a. The necessary passport, visa (including green card) when required (APP G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

b. A passport for each traveler is required for travel into a:

(1) Foreign country, or

(2) Territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. A passport is valid for a specific period from the issuance date, requires renewal or re-issuance, and, if practical, should be renewed before it expires.

2. Visas and immunizations also have time limitations.

C1055 GOV'T QTRS USE/AVAILABILITY

A. QTRS Available.

1. ***An employee may not be directed/required to use GOV'T QTRS, nor may lodging reimbursement be limited to the GOV'T QTRS cost (44 Comp. Gen. 626 (1965)).*** IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability (e.g., through the CTO), and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION. (DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010).

2. The proper authority under par. C4550-C may prescribe a reduced per diem rate based in part on the GOV'T QTRS cost.

3. Reduced per diem rates can only be established before travel begins.

B. QTRS Not Available. An employee is not required to check GOV'T QTRS availability in the following circumstances. GOV'T QTRS are not available:

1. When TDY/delay is at other than a U.S. INSTALLATION;

2. When an AO determines GOV'T QTRS use would adversely affect mission performance ***NOTE: An employee in a Senior Level (SL) position, Scientific and Professional (ST) position and an SES employee (including individuals described under 5 USC §5703) determines personal QTRS availability.***;

3. During en route travel periods; or

4. For TDY/delay of less than 24 hours at one location.

*C. Authorization/Approval. Unless a reduced per diem rate is authorized on the order as indicated in par. C1055-A, the AO must authorize/approve reimbursement for the cost of commercial lodgings used NTE the locality per diem lodging rate (unless an AEA is authorized/approved). [See CBCA 2291-RELO, 20 April 2011](#).

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION ([FTR §302-2.110](#))

A. General. All travel between the authorized points (PDSs, etc.) contained within the official order, including that for a dependent, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. The employee may request an extension of travel and transportation allowances. The Agency may grant the requested extension when in the GOV'T's interest IAW par. C1057-C. This authority cannot be used ICW or anticipation of a future order and has a finite limit (par. C1057-C) in terms of total time.

B. Employee Married to Employee/Member. An employee, married to an employee/a uniformed member when each is traveling under a separate order between PDSs, upon request may be authorized/have approved an extension by the Agency when in the GOV'T's interest. Pars. C1001-D and C1058 for restrictions.

C. Time Limits. Allowable travel and transportation must begin within 2 years from the employee's transfer or appointment effective date, except that the 2-year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. Is extended (when determined to be in the GOV'T's interest by the Agency) for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C5750-C. Even when an extension is approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's transfer effective date.

D. Restrictions. The employee is financially responsible for PCS travel and transportation allowances beyond the initial two years unless an extension is authorized/approved by the Agency as being in the GOV'T's interest. For example, delaying dependents/HHG relocation to the new PDS pending a future order from the new PDS not yet directed by the GOV'T or residence construction/renovation delays at the new PDS are not appropriate reasons to authorize/approve an extension.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL ([FTR §301-70.1](#))

1. A traveler must exercise the same care and regard for incurring GOV'T paid expenses as would a prudent person traveling at personal expense.
2. A traveler must maintain records to validate individual expenses of \$75, or more, and for all lodging costs. All receipts should be maintained as required by financial regulations.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.
4. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide adequate quality lodging at or below per diem and properties often are close to TDY location worksites. Use of lodging facilities in these programs often results in cost savings. Not all programs are available to all travelers.

NOTE 1: The Army Lodging Success Program, Navy Elite Lodging Program, GSA's FedRooms Lodging Program, including GOV'T contracted quarters not located on an Installation to which the employee is assigned are not GOV'T QTRS. (DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010).

NOTE 2: The Fed Rooms Lodging Program lodging rate is indicated by the use of an 'XVU' code as opposed to a 'GOV' or other code.

C1059 SCHEDULING TRAVEL

Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par. C1060-B or C1060-C;
9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and
10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE: When scheduling flights of 14 or more hours (par. C2204-B4i), the first choice is always to use economy class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option which should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts.

A. Starting and Ending Travel

1. General

- a. The order establishes when travel status starts and ends.
- b. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours at night (2400 - 0600).
- c. When travel is between 2400-0600, the only acceptable sleeping accommodations are:
 - (1) Ship staterooms, and
 - (2) Train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a traveler is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. C1060-C and C1060-D).

- d. A traveler should not be required to use a carrier that requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours, if there is a more reasonable schedule that meets mission requirements.
 - e. A prudent AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
 - f. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.
 - g. A traveler should be scheduled for a departure in time for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. C1060-C and C1060-D.
 - h. Require each traveler to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations.
 - i. Carefully review requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.
2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 and 0600, it is reasonable for a traveler to depart the:
 - a. PDS (or home as appropriate) early enough to prevent travel between 2400 and 0600, or
 - b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.
 3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment (56 Comp. Gen. 847 (1977)).

Example 1. A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the traveler from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.

Example 2. A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the traveler's financial responsibility.

B. En Route Rest Stop/Rest Period at TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant, and should not be automatic. The AO must consider each request for a rest stop/en route rest period at TDY point individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. Par. C1059 about scheduled travel and the ***NOTE*** before par. C1060-A on rest periods. A ***rest stop en route/rest period at a TDY destination may not be provided for***

official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.

C. En Route Rest Stops

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

- a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
- b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. **NOTE** following par. C1060-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:

- a. The origin or destination is OCONUS; and
- b. Travel is by a usually traveled route; and
- c. Travel is by less than first/business-class accommodations; and
- d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. 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 (the flight(s) between two duty points), *including scheduled non-overnight time spent at airports during plane changes.*

NOTE: *The "length of flight (14, 20, 30, 40 hours)" in and of itself is not sufficient justification to authorize/approve an en route rest stop. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.*

3. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:

- a. Travel is authorized by first- or business-class service.
- b. A traveler chooses to travel by a circuitous route, for personal convenience, causing excess travel time.
- c. A traveler takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

- a. May be authorized/approved at any intermediate point; and
- b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
- c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).

5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) is recommended before the traveler reports for duty when:

1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. 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 the flight(s) between two duty points, *including scheduled non-overnight time spent at airports during plane changes*;

NOTE: The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize/approve a rest period at the TDY point. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

2. An en route rest stop is not authorized/approved;

3. The traveler is not authorized first- or business-class accommodations; or

4. The traveler is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). ***NOTE*** following par. C1060-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a traveler elects to stay at a TDY station longer than required by the assignment and the AO authorizes/approves the action, per diem or AEA for the additional time may be paid if the:

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the GOV'T; and

2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

C1062 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 their employees 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.fema.gov/hotel/index.htm>. Agencies are in compliance with the 90% requirement after 30 September 2002, if travel arrangements are made through use of an agency-designated Travel Management System (APP A), whenever possible (5 USC §5707a).

C1065 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). The DTOD:

1. Is the only official source for worldwide TDY and PDT distance information.

2. Replaces all other sources used for computing distance (except for airplanes IAW par. C1065-B).

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 and from foreign locations).

NOTE: Each DoD INSTALLATION (CONUS and OCONUS) is listed in the DTOD. Contact DTOD if an INSTALLATION is not found (<https://dtod.sddc.army.mil>).

4. Provides distances which must be rounded to the nearest mile for each leg of a journey.
5. Does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal).
6. Website is <https://dtod.sddc.army.mil>.

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 from aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A command/unit is expected to take appropriate disciplinary action when an employee and/or AO fails to follow JTR regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other appropriate personnel means. Action must *not* be through refusal to reimburse. Par. C2203-A4 states exception when reimbursement is *not* allowed.

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

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

PART B: GOVERNMENT CONVEYANCE TRAVEL

- C2050 GOV'T AUTOMOBILE**
A. Requirements
B. Exceptions
C. Limitations
- C2051 GOV'T AIRCRAFT**
A. Air Mobility Command (AMC)
B. Military Aircraft other than AMC
- C2052 REIMBURSABLE EXPENSES**
- C2053 USE OF AERO CLUB AIRCRAFT**
A. General
B. Allowable Travel Time for Per Diem/AEA Computation

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

- C2100 GENERAL**

| <u>Paragraph</u> | <u>Title/Contents</u> |
|-------------------------|---|
| C2101 | TAXICAB USE A. To/from a Transportation Terminal B. Between Residence and PDS on the Day Travel Is Performed |
| C2102 | SPECIAL CONVEYANCE USE (FTR, §301-10, Subpart E) A. General B. Selecting a Rental Vehicle C. Special Conveyance (Includes Aircraft) Reimbursement D. Use Limited to Official Purposes E. To/from Carrier Terminals F. Between Duty Stations G. Special Conveyance Use for PDT H. Special Conveyance Use in and around Permanent or TDY Station |
| C2103 | BUS, STREETCAR, OR SUBWAY USE A. To and from Carrier Terminals B. Between Residence and PDS on the Day Travel Is Performed |
| C2104 | AIRPORT LIMOUSINE SERVICE USE |
| C2105 | LODGING-PROVIDED COURTESY TRANSPORTATION USE |

PART D: POC TRAVEL

SECTION 1: GENERAL

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

SECTION 2: PERMANENT DUTY TRAVEL

| | |
|--------------|---|
| C2159 | AUTOMOBILE USE (FTR §302-4) A. General B. Using One or Two POCs (FTR §302-4, Subpart F) C. Using More than Two POCs (FTR §302-4.500 and §302-4.700d) D. Parking, Tolls and Other Costs |
|--------------|---|

| <u>Paragraph</u> | <u>Title/Contents</u> |
|---|---|
| C2162 | AIRCRAFT A. Privately Owned Airplane B. Privately Owned Aircraft other than Airplane (e.g., Helicopter) |
| C2164 | PRIVATELY-OWNED MOTORCYCLE A. PCS-related Travel Policy B. TDY-Related Travel Policy C. Travel Time D. Computation |
| C2165 | TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT |
| C2166 | POC TRAVEL INVOLVING A CAR FERRY A. General B. Transportation C. Ferry Fees D. Foreign Registered Ship Use |
| SECTION 3: POC USE INSTEAD OF GOV'T-FURNISHED AUTOMOBILE | |
| C2180 | POC USE INSTEAD OF GOV'T-FURNISHED AUTOMOBILE USE A. General B. TDY Mileage Reimbursement Rates C. Per Diem D. Statement |
| SECTION 4: POC USE FOR TDY TRAVEL | |
| C2182 | TDY MILEAGE ALLOWANCES FOR POC USE |
| C2184 | POC USE FACTORS A. Official TDY Mileage Rates for Local and TDY Travel B. POC Use to the GOV'T's Advantage C. POC Use Not to the GOV'T's Advantage D. Privately Owned Automobile (POA) Instead of GOV'T-furnished Automobile (FTR §301-10.310) |
| C2188 | REIMBURSABLE EXPENSES |
| C2190 | TRAVELING TOGETHER |
| C2192 | POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal C. Departure from PDS on TDY D. Other Official Travelers Transported in the Same POC |
| C2193 | POC TRAVEL INVOLVING A CAR FERRY A. General B. Transportation C. Ferry Fees D. Foreign Registered Ship Use |

| <u>Paragraph</u> | <u>Title/Contents</u> |
|-------------------------|--|
| C2194 | PER DIEM FOR POC TRAVEL A. POC Use Is to the GOV'T's Advantage B. POC Use Not to the GOV'T's Advantage |
| C2196 | TRAVEL TIME |
| C2198 | POC TRAVEL REIMBURSEMENT COMPUTATION A. To the GOV'T's Advantage B. Not to the GOV'T's Advantage C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat D. Example E. Mixed Modes |

PART E: COMMON CARRIER TRAVEL

SECTION 1: TRAVEL AND TRANSPORTATION POLICY

| | |
|--------------|--|
| C2200 | TRAVEL/TRANSPORTATION POLICY A. General B. Travel Prudence C. GSA City-pair Airfares D. Official Travel E. Usual Routing F. Time G. Accommodations H. Non-U.S.-certificated Carrier Reimbursement I. Dependents' Seating J. Interlining K. Multiple Airports L. Servicing Airport |
| C2202 | RECORDING COMMERCIAL TRANSPORTATION USE FOR OCONUS PERMANENT DUTY AND RAT |

SECTION 2: ARRANGING OFFICIAL TRAVEL

| | |
|--------------|--|
| C2203 | ARRANGING OFFICIAL TRAVEL A. CTO Use B. Requirements C. Non-U.S.-certificated Aircraft or Ship Transportation D. Transportation Reimbursement |
|--------------|--|

SECTION 3: COMMERCIAL AIR TRANSPORTATION

| | |
|--------------|--|
| C2204 | COMMERCIAL AIR TRANSPORTATION A. General B. Service Class C. U.S.-certificated Air Carrier Use D. Carrying Dangerous Weapons Aboard Commercial Aircraft |
|--------------|--|

Paragraph **Title/Contents**

SECTION 4: COMMERCIAL SHIP TRANSPORTATION

- C2205** **COMMERCIAL SHIP TRANSPORTATION**
- A. General
 - B. Commercial Ship Use Authorization
 - C. Ship Accommodations
 - D. Authorization/Approval for More Costly Ship Accommodations Use at GOV'T Expense
 - E. More Costly Ship Accommodations Use
 - F. U.S. Registry Ship Use

SECTION 5: TRAIN TRANSPORTATION

- C2208** **TRAIN TRANSPORTATION**
- A. Policy
 - B. Train Class Accommodations
 - C. AO Approval
 - D. Other than Economy/Coach Class Train Accommodations Use
 - E. Circumstances

SECTION 6: COMMERCIAL PASSENGER TRANSPORTATION ([FTR, §301-72.3](#))

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

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

- C2215** **REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE**
- A. General
 - B. GOV'T/GOV'T-procured Air Transportation Available
 - C. GOV'T/GOV'T-procured Air Transportation Not Available
 - D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships
 - E. Computation
 - F. Dependent Travel Limited to the GOV'T-offered Air Transportation Cost

PART F: TRANSPORTATION REQUESTS

- C2250** **GENERAL**
- C2251** **WHEN GTR'S MAY NOT BE USED**
- C2253** **WHEN GTR'S NOT AVAILABLE**
- C2254** **ACTING TRANSPORTATION OFFICER**

Paragraph Title/Contents**PART G: BAGGAGE ALLOWANCE**

- C2300 ACCOMPANIED BAGGAGE**
- C2302 EXCESS ACCOMPANIED BAGGAGE**
A. Traveler Responsibility
B. Authorization/Approval
C. Excess Reimbursement (APP G)
D. Transportation Charges
- C2303 PUBLIC PROPERTY**
- C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE**
A. Free Checkable Accompanied Baggage
B. Expedited UB Shipments
C. Excess UB
D. UB
- C2305 RENEWAL AGREEMENT TRAVEL (RAT)**
- C2306 UB TRANSPORTATION/ STORAGE FOR A DEPENDENT STUDENT PERFORMING
EDUCATIONAL TRAVEL**
A. UB Shipment
B. UB to an Alternate Location
C. UB Storage
- C2307 STOPPAGE OF BAGGAGE IN TRANSIT**
- C2308 BAGGAGE TRANSFER, STORAGE, CHECKING, AND HANDLING**
- C2309 UB ICW EXTENDED TDY ASSIGNMENTS**
- C2310 UB OF A DoDEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE**

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

- C2400 GENERAL**
A. Authority
B. Local Area
C. Control and Delegation
D. Expense Reimbursement
- C2401 PDS AREA TRAVEL**
A. General
B. Commercial Transportation
C. POC Travel
D. Both Commercial Transportation and POC Travel
E. Examples

| <u>Paragraph</u> | <u>Title/Contents</u> |
|-------------------------|--|
| C2402 | TRAVEL AT THE TDY LOCATION A. Travel Points B. Meals and/or Lodging Unavailable at Duty Site C. Commercial Travel D. POC Travel |
| C2403 | TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS A. General B. Authorization/Approval Authority C. Finance Regulations Requirements D. POC Mileage |
| C2404 | VOUCHERS AND SUPPORTING DOCUMENTS |

PART I: MILEAGE & MALT RATES

| | |
|--------------|---|
| C2500 | TDY AND LOCAL TRAVEL |
| C2505 | PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL A. General B. MALT |
| C2510 | CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES A. Nautical Mile Conversion B. Kilometer Conversion |

PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES

| | |
|--------------|----------------|
| C2600 | GENERAL |
|--------------|----------------|

PAGE LEFT BLANK INTENTIONALLY

PART B: GOVERNMENT CONVEYANCE TRAVEL

C2050 GOV'T AUTOMOBILE

A. Requirements

1. When common carrier transportation use is not to the GOV'T's advantage and an automobile is required for official travel, a GOV'T furnished automobile must be used, when available.
2. Per diem for travel by GOV'T automobile is computed as for TDY POC travel to the GOV'T's advantage IAW par. C2194-A.
3. An employee is required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a GOV'T-owned or contract rental vehicle.

B. Exceptions

1. A POC or special conveyance may be used when a GOV'T-furnished automobile is unavailable or its use would interfere with official business.
2. If a GOV'T-furnished vehicle is not available, a GOV'T contract rental or other commercially rented vehicle may be used IAW par. C2001-A3.

C. Limitations

1. Personal preference/minor inconvenience is not a basis for authorizing/approving private/special conveyance use instead of a GOV'T-furnished automobile.
2. Use of a GOV'T automobile is limited to official purposes including transportation to/from ([65 Comp. Gen. 253 \(1986\)](#)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort.

C2051 GOV'T AIRCRAFT

A. AMC. Travel may be authorized by AMC aircraft IAW the written material of the separate departments. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) must be included in the travel order.

B. Military Aircraft other than AMC. Travel may be authorized by military aircraft other than AMC IAW the written material of the separate DoD COMPONENTS.

***C2052 REIMBURSABLE EXPENSES**

See **Conveyance, Government** in APP G except for Aero Club aircraft (see par. C2053).

C2053 USE OF AERO CLUB AIRCRAFT

A. General

1. The use of Aero Club-owned or GOV'T loaned aircraft must not take precedence over ordinary GOV'T conveyance use.
2. When the use of an Aero Club aircraft is authorized/approved, reimbursement is limited to the actual necessary expenses NTE the GOV'T's commercial transportation cost.
3. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) is for the actual necessary expenses NTE the GOV'T's total commercial transportation costs for the pilot and accompanying travelers.
4. *Accompanying travelers receive no transportation-related payments for the transportation in the Aero Club aircraft.*
5. Necessary expenses include:
 - a. The Aero Club-imposed hourly fee,
 - b. Fuel charges if not reimbursable by the Aero Club, and
 - c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.
6. Authority to use Aero Club aircraft is IAW the DoD COMPONENT's administrative written material.

B. Allowable Travel Time for Per Diem/AEA Computation. Per diem/AEA is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, NTE the amount which would have been payable if commercial transportation had been used.

PART A: TEMPORARY DUTY (TDY) TRAVEL

C4405 JUSTIFICATION

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

C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

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

C4415 TDY ASSIGNMENT SELECTIONS

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

C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

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

B. Clearances

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

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

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

3. Security Clearance

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

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

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

C4425 ITINERARY VARIATION

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

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

4. Travel to additional destinations.

B. Variation *Not* Authorized in the Order

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

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

A. General

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

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

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the par. C4430-A criteria are satisfied, the appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary Concerned, Service Headquarters if delegated, DoD COMPONENT Director, the Chief of an appropriate bureau or staff agency specifically designated for that purpose (2 Star equivalent), or Commanders/Deputy Commanders of Combatant commands must determine if TDY of greater than 180 days is appropriate ([38 Comp. Gen. 853 \(1959\)](#)). ***There must be no re-delegation of authority, except as stated above for Service Headquarters.*** A written request and justification must be forwarded to the Secretary Concerned, Service Headquarters, a DoD COMPONENT Director, the Chief of an appropriate bureau or staff agency specifically designated for that purpose (2 Star equivalent), or Commanders/Deputy Commanders of Combatant commands as soon as practicable. This determination should be made before the order is issued. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the order as written (making sure the advice in par. C4430-E is contained in the TDY order remarks section), or

2. Direct amending the order to:
 - a. Terminate the duty thereby returning the employee to the old station or assigning a new station,
 - b. Change the assignment from TDY to a PCS,

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

- c. Fix the period at 180 or fewer days from the reporting date at the TDY station, or
- d. Authorize a TCS. Par. C4430-E.

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

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

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

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

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

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

C4435 TDY PRIOR TO REPORTING TO THE FIRST PDS

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

C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE

A. General. *Par. C4440 applies only if the need for the TDY is unknown to the employee prior to the employee's departure on leave.* If the TDY is known by the employee before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. *City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun (APP P2).*

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

C. TDY at Other than Leave Point

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

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

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

TDY allowances are payable at the TDY location.

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

- a. Old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and
- b. Leave address or place at which the order is received, as applicable, to the TDY station; and
- c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

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

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

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

minimizing spending.

C4460 TDY ASSIGNMENT TO A SUBMARINE

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

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

Ch 7, Part H.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

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

C4475 TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE

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

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

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

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

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

C4480 POC TRAVEL TO AND FROM A CARRIER TERMINAL

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

PART B: PER DIEM

C4550 PER DIEM RATE

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

NOTE 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, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. (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 tables, 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. C4550-F3).

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

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

*C. Authorizing a Reduced Per Diem Rate. When it can be determined factually that a per diem rate prescribed in this Part is in excess of need for a particular duty assignment because of known lodging and/or meal costs reductions resulting from pre-arrangement, special discounts, or other reasons (par. C4550-B), the AO should seek authority to prescribe a reduced per diem lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized prior to the travel.*** The rate must be less than the locality per diem rate. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, the appropriate office listed in par. C4550-E authorizes a lower per diem rate to the requesting official. The reduced per diem rate does not apply to any day the employee is traveling. ***The authorized reduced per diem rate must be stated on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the original order was issued).*** See CBCA 2291-RELO, 20 April 2011. ***Except as indicated in pars. C4554-D and C4558-C, a DoD***

COMPONENT head (APP A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.

*D. Offices Designated to Authorize Decreased Per Diem Rate. A DoD COMPONENT head may authorize (in advance) zero per diem or per diem rates in lesser amounts than those in <http://www.defensetravel.dod.mil/site/perdiem.cfm> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. **This authority may be delegated** to a chief of an appropriate bureau or staff agency of the headquarters of the DoD COMPONENT concerned **and may not be re-delegated.** In the absence of a reduced or no per diem authority on the order before travel begins (or part of an order amendment covering a prospective period after the order modification), an order, modified after the fact prescribing a per diem rate different from those in <http://www.defensetravel.dod.mil/site/perdiem.cfm> is without effect. See [CBCA 2291-RELO, 20 April 2011](#). Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS.

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

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

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

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](#).
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. **Effective 1 October 2010, the Standard CONUS per diem rate is:**

| LODGING | M&IE | TOTAL |
|---------|------|-------|
| \$77 | \$46 | \$123 |

C4551 PER DIEM RATE REVIEW

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

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-EPD, Hoffman Building 1, Room 148, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.

2. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 2221 South Clark Street, Crystal Plaza 6, Ste 500, Arlington, VA 22202-3745.
5. OSD/WHS/Defense Agencies - DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

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

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

| | | |
|------------------------------------|---|--|
| CONUS Locations | General Services Administration (GSA) | Office of Travel, Transportation, and Asset Management ATTN: Jill Denning (jill.denning@gsa.gov) 1275 First Street NE, 1 Constitution Square, 6th floor (685C) Washington, DC 20417 |
| NonForeign OCONUS Locations | Defense Travel Management Office (DTMO) | ATTN: SP&P/Allowances Branch 4601 North Fairfax Drive, Suite 800 Arlington, VA 22203-1546 |
| Foreign OCONUS Locations | Department of State (DoS) | Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103 |

C4552 GENERAL RULES REGARDING PER DIEM

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

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

2. Per Diem Allowed

- a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967). **Example**. An employee departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.
- b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), **and** the employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

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

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

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

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

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

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

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

regarding attendance at a meeting and registration fees.

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

C4553 'LODGING-PLUS' PER DIEM METHOD COMPUTATION

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

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

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

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

B. Maximum Per Diem Rate

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

C. Per Diem Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount. ***Receipts for***

lodging are required (par. C1310).

NOTE: *The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense*

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

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

D. Computation

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

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

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

a. Day Travel Begins

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

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

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

b. Full Calendar Travel Days

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

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

c. Returning from Travel

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

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

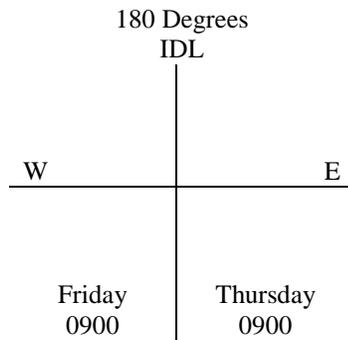
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location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

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

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

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

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



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

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

C4554 PER DIEM RULES CONCERNING MEALS

A. M&IE Rate Determination

1. Full Day

a. CONUS. The

- (1) Applicable locality per diem rate,
- (2) Standard GMR, plus \$5 for IE on any day the GMR rate is prescribed IAW par. C4554-A1c NOTE, or
- (3) PMR, plus \$5 for IE on any day the AO specifies the PMR rate.

b. OCONUS. The

- (1) Applicable locality per diem rate, (plus the locality IE rate or \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses (NOTE below on IE));
- (2) Standard GMR for meals in a GOV'T dining facility/mess plus the IE rate (NOTE below) on any day the GMR rate is prescribed IAW par. C4554-A1c NOTE, or;
- (3) PMR plus the IE rate (NOTE below) on any day the AO specifies the PMR rate.

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

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

NOTE: For formal training (par. C4554-A3) and deployments (par. C4990) the schoolhouse or COCOM/JTF commander (not the AO) may specify the GMR or PMR based on GOV'T dining facility/mess availability. The schoolhouse or COCOM/JTF commander may only specify the GMR for a day when all 3

meals are available. The schoolhouse or COCOM/JTF commander may only specify the PMR when at least one meal a day is available. A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess on that U.S. INSTALLATION has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on an interim travel day except when traveling within the AOR IAW par. C4990-E2a(3).

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

3. Schoolhouse Training (Formal Courses of Instruction). *The schoolhouse commander is authorized to determine the appropriate meal rate (GMR, PMR or locality meal rate) regardless of what the AO may put in a TDY order to the contrary (See pars. C4554-A1a for CONUS and par. C4554-A1b 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 traveler by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher. GOV'T QTRS use may not be directed for a civilian employee (par. C1055-A).*

B. Deductible Meal

1. The PMR in par. C4554-A 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.*

2. A deductible meal is a meal:

- a. Made available pursuant to an agreement between a DoD COMPONENT or AGENCY and any organization, if the order indicates the facility providing the meal(s) is available;
- b. Included in a registration fee ultimately paid by the GOV'T;
- c. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;
- d. Furnished by the GOV'T at no cost to the traveler;
- e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
- f. Provided by a lodging establishment when the meal(s) is/are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an AGENCY arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost). ***NOTE: A negotiated rate should fall either within the locality lodging ceiling, or if a conference lodging ceiling has been declared (APP R) within the conference lodging ceiling. If the negotiated rate exceeds the locality (or conference) lodging ceiling, an AEA should be provided to cover the higher lodging cost that includes the meal(s).***

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

3. The following is not a deductible meal:

- a. Box lunch (to include such things as C Rations, K Rations, MREs) -- except when an MRE and/or a box lunch is the *only method* of providing an adequate meal to a traveler. ***NOTE: Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR,***

- b. In-flight meal,
- c. Rations furnished by the GOV'T on military aircraft,
- d. GOV'T meal paid for by the traveler and consumed in a GOV'T dining facility/mess,
- e. Meal furnished on commercial aircraft,
- f. Meal provided by private individuals, or
- g. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex., lodging cost \$75 with or without breakfast).

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

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

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

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

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

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

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

- 1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate for personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.
- 2. Lodging Not Available at a TDY Location. If lodging is not available at a TDY location and must be obtained in an adjacent locality at which the prescribed maximum per diem rate is higher, a DoD COMPONENT may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement

with the travel voucher satisfactorily explaining the circumstances.

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

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

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

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

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

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

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

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

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

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

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida, lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even

though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last TDY days, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005.

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

5. On-Line Booking Tool. Despite any savings realized through online booking agents, subject to Service requirements the CTO should be used for lodging arrangements or the traveler should 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 from the hotel is provided.***

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

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

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

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

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

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. (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. Special user fee costs such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in a hotel/motel room price in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a traveler to use timeshare lodging at the TDY point (B-254626, 17 February 1994).

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

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

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

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

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

F. Dual Lodging Reimbursement on a Single Day

1. Per Diem Basis. When the AO determines it necessary for a traveler to retain 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 traveler's per diem for TDY at that location (Location B) for that day.
2. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Considerations for dual lodging reimbursement include:
 - a. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control (60 Comp. Gen. 630 (1981));
 - b. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) (GSBCA 15321-TRAV 26 October 2000; GSBCA 15482-TRAV 18 October 2001); and
 - c. Practicality of checking out (B-257670, 10 January 1995).

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

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

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

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

7. Example. An order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized. The known TDY locations must be named in the order.*

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

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

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

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

| 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. |

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

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

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

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

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

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

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

C4558 PER DIEM FOR TRAVEL BY SHIP

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

B. GOV'T Ship

1. General. No per diem is payable when TDY aboard a GOV'T ship when QTRS are provided without charge and meals with/without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GOV'T meal rate is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial lodging ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodging cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum lodging amount for the TDY locality concerned.*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. C4554-A1a and C4554-A1b, as applicable. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned.
2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).
3. Corps of Engineers Floating Plant. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the Standard CONUS M&IE rate (par. C4550-F3 for the current Standard CONUS per diem rate) is paid. The AO should have stated in the order the circumstances and rate. The actual lodging cost, if any, NTE the Standard CONUS lodging ceiling, is reimbursed.

C. Commercial Ship

1. Employee Not Charged for Meals. An employee is not authorized per diem when traveling aboard a commercial ship when meals are furnished without charge, (or are part of the accommodations cost), except on embarkation and debarkation days if otherwise authorized.
2. Employee Charged for Meals. An employee traveling aboard a commercial ship, other than an oceangoing ferry, for 24 or more hours as a passenger who is charged for meals is authorized the meals portion of per diem equal to the furnished meals cost, except on embarkation and debarkation days if otherwise authorized. The AO should set the meals portion of per diem equal to the anticipated expenses and state in the order the circumstances warranting the rate.

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

1. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized (par. C2205-C).
2. M&IE When Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the rate applicable for the employee's location at 2400 on that day (par. C4550-F).
3. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the employee's location at 2400 on the debarkation day (par. C4553).

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

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

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

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

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

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

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

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

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

C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT

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

B. Detained in Quarantine. An employee is authorized per diem while detained in quarantine on TDY.

C. Leave and Non-workday

1. General. *An employee is authorized per diem for days leave is taken (other than as provided in Ch 7, Part H) for only part of the workday, but is not authorized per diem when leave is taken for the whole workday.*

For purposes of par. C4563-C1, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal GOV'T holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave before and after Non-workdays. An employee is not authorized per diem for a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.

b. Leave between Non-workdays. An employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.

D. Return to PDS on Non-workday. An employee who voluntarily returns home on a non-workday from TDY is reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workday to Location other than PDS. An employee on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or PDS is authorized per diem or AEA for the non-workday NTE the amount payable had the employee remained at the TDY site. There is no authority for transportation cost reimbursement (B-171266, 24 February 1971).

F. Delay in Returning to PDS. When for personal reasons, including taking leave, an employee does not return immediately to the PDS after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. *An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.* Travel time should be based on regular published carrier schedules and becomes approved when the voucher is properly approved.

G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip that exceed those that the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon TDY assignment completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY places (except no per diem while at PDS) and return to the place at which leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

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

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

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

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

H. TDY Order Cancellation after Travel Commencement and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY order is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the order is canceled on/after the date travel was required to begin. In

such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

NOTE: If the TDY requirement is known before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. City-pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave is begun.

C4565 PER DIEM COMPUTATION EXAMPLES

A. Lodging Tax

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

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

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

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

1. Example 1-TDY Travel

| Example 1: TDY Travel | | |
|--|---|-----------------|
| An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodging was obtained for 9 nights, two of which were spent in GOV'T QTRS with charge, and one night at a friend's house at no cost. The employee paid \$40/night for 6 nights of lodging in a hotel, \$4 for 2 nights spent in GOV'T QTRS, but no cost for the lodging night at a friend's home at the TDY location. Per diem is computed as follows: | | |
| Day 1 (departure day) | \$40 (lodging) + 75% x \$46 (M&IE) = | \$ 74.50 |
| Day 2 to 6 | (\$40 (lodging) + \$46 (M&IE))/day x 5 days = | \$430.00 |
| Day 7 to 8 | (\$4 (lodging) + \$46 (M&IE))/day x 2 days = | \$100.00 |
| Day 9 | \$0 (lodging) + \$46 (M&IE) = | \$ 46.00 |
| Day 10 (return day) | 75% x \$46 (preceding calendar day M&IE rate) = | <u>\$ 34.50</u> |
| AMOUNT DUE EMPLOYEE | | \$685.00 |
| Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum <u>per diem rate</u> for the locality concerned. This example uses the Standard CONUS per diem rate of \$123 (\$77/ \$46). Day 1 (departure day) - the applicable per diem rate is the lodging cost (\$40) plus 75% of the M&IE rate (\$46) (\$34.50) for that day; pay \$74.50. Days 2 - 6 - the applicable per diem is lodging cost (\$40) plus the M&IE rate (\$46) x the number of days (5); pay \$430. Days 7 - 8 - the applicable per diem is the lodging cost (\$4) plus the M&IE rate (\$46) x the number of days (2); pay \$100. Day 9 - the applicable per diem is the M&IE rate (\$46) plus the lodging cost (\$0), pay \$46. Day 10 (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$46); pay \$34.50. The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total. | | |

2. Example 2-TDY Travel

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

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

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

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

| Example 4 | | | |
|---|---|---------------|----------------|
| TDY Travel Involving IDL without a 'Lost' Day | | | |
| <p>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. A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</p> | | | |
| ITINERARY | | | |
| Date | Depart | Arrive | At |
| 18 Aug Wednesday | PDS/Residence | | |
| 19-24 Aug (Thurs-Tues) | | | TDY Station |
| 25 Aug Wednesday | TDY Station | | |
| 25 Aug Wednesday | | PDS/Residence | |
| REIMBURSEMENT | | | |
| (Actual and Constructed Cost Comparison) | | | |
| 18 Aug Wednesday | $\$72 \times 75\% =$ | | \$54 |
| 19-24 Aug (Thurs-Tues) | $\$140 \text{ (lodging)} + \$72 \text{ (M\&IE)} = \$212/\text{day} \times 6 \text{ days} =$ | | \$1,272 |
| 25 Aug Wednesday | $\$72 \times 75\% =$ | | \$54 |
| TOTAL | | | \$1,380 |

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

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

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

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

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

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

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

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

FOOTNOTES

1/ A reduced per diem rate IAW par. C4550-C and the \$3.50 IE rate do not apply on departure day from, or return day to the PDS, or any day the employee is traveling. The PMR for deductible meals can apply on an interim travel day.

2/ Lodging tax is separately reimbursable expense in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for tax.

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

4/ Lodging tax *is not* a separately reimbursable expense in a foreign OCONUS area because an amount is included in the applicable foreign maximum lodging amount for tax.

5/ Cost of laundry/dry-cleaning/pressing of clothing when travel *within CONUS* is reimbursable under the conditions in par. C4553-C2. The laundry/dry-cleaning/pressing of clothing cost *is not* separately reimbursable when travel is *OCONUS* because an amount is provided in the OCONUS per diem IE for laundry.

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

7/ When a reduced per diem rate is authorized in the traveler's order IAW par. C4550-C, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

8/ The GMR applies if the *schoolhouse or COCOM/JTF commander (not an AO)* specifies the GMR based on available GOV'T dining facility/mess during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).

9/ The PMR applies if the AO specifies PMR based 1-2 GOV'T meals available during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).

10/ The PMR applies if the AO specifies the PMR for deductible meals (par. C4554-B).

11/ Reimbursement for GOV'T QTRS cost may not exceed the maximum locality lodging rate.

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

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

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

C. Per Diem Computation Example

1. The following example illustrates the method used for computing per diem incident to evacuation.
2. The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current rates.
3. Lodging tax paid while at a [safe](#) haven or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to per diem.
4. Lodging tax paid while at a safe haven or traveling in a foreign OCONUS area is not a reimbursable expense.
5. Tax is part of the lodging cost.
6. The cost of a value added tax (VAT) relief certificate is a reimbursable expense (APP G) if the certificate is used to avoid paying the lodging tax.
7. CONUS per diem rates do not include laundry/dry-cleaning/pressing of clothing.
8. OCONUS per diem rates include laundry/dry-cleaning/ pressing of clothing.

| | | | |
|---|--|----------------------|--------------|
| An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60/day for lodging tax (8%). The maximum per diem applicable at that location was \$146 (\$85/ \$61). | | | |
| (a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)): | | | |
| The employee and each dependent age 12 or older is authorized per diem NTE the full rate (\$146) (\$85/ \$61). Each dependent under age 12 is authorized per diem NTE 50% of the rate. | | | |
| | M&IE | Max Lodging | Total |
| Employee: | \$61 | \$85 | \$146 |
| Employee's spouse | \$61 | \$85 | \$146 |
| Child (age 12 or older) | \$61 | \$85 | \$146 |
| Child (under age 12) | \$30.50 (\$61 x 50%) | \$42.50 (\$85 x 50%) | \$ 73 |
| Max daily amt that may be paid for costs incurred by empl & 3 deps | \$213.50 | \$297.50 | \$511 |
| (b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$213.50 for M&IE and NTE \$297.50 for lodging), as follows: | | | |
| M&IE: | \$213.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.) | | |
| Lodging: | \$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$297.50) that may be reimbursed. A lodging receipt is required for this amount.) | | |
| Daily amount: | \$308.50 (Daily amount that is payable to the employee and dependents (within the maximum \$511 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)). | | |
| Lodging Tax: | \$7.60/day | | |
| Total: | \$316.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days). | | |

(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable per diem rate, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:

| | M&IE | Max Lodging | Total |
|---|----------------------|----------------------|----------|
| Employee | \$36.60 (\$61 x 60%) | \$51 (\$85 x 60%) | \$87.60 |
| Employee's spouse | \$36.60 (\$61 x 60%) | \$51 (\$85 x 60%) | \$87.60 |
| Child (age 12 or older) | \$36.60 (\$61 x 60%) | \$51 (\$85 x 60%) | \$87.60 |
| Child (under age 12) | \$18.30 (\$61 x 30%) | \$25.50 (\$85 x 30%) | \$43.80 |
| Max daily amount that may be paid for costs incurred by the employee & 3 dependents | \$128.10 | \$178.50 | \$306.60 |

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$128.10 for M&IE and NTE \$178.50 for lodging), as follows:

| | |
|---------------|---|
| M&IE: | \$128.10 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.) |
| Lodging: | \$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.) |
| Daily amount: | \$223.10 (Daily amount payable to the employee and dependents within the maximum \$306.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days). |
| Lodging Tax: | \$7.60/day |
| Total: | \$230.70 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days). |

PAGE LEFT BLANK INTENTIONALLY

PART C: AEA

C4600 GENERAL

An AEA allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of Ch 4, Part B per diem, or the [per diem rates](#). *An AEA may not be authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950.*

C4602 JUSTIFICATION

A. Authorization/Approval. An AEA may be authorized/approved for travel when the [per diem rate](#) is insufficient for part, or all, of a travel assignment.

B. Reasons for authorizing/approving AEA:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. C4608-A2 have escalated temporarily due to special/unforeseen events.

C4604 AUTHORITY/APPROVAL

A. General. The AO may authorize AEA up to 300% of the locality per diem rate (rounded to the next higher dollar).

B. AEA:

1. May be authorized before travel begins, or approved after travel is performed;
2. Should be stated in the travel order/trip record when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);
4. Should be uniform (if possible) among travelers traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

C4606 LIMITATIONS

A. Conditions

1. Blanket authority, prescribing an AEA for all travel to an area, is prohibited.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. *AEA must not be authorized as part of a 'blanket' travel order.*
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request for a per diem rate review IAW par. C4551.
4. The definitions and rules applicable to the traveler's authority for per diem under Ch 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.

B. Personal Preference/Convenience. A traveler is financially responsible for excess costs and additional expenses incurred for personal preference/convenience.

C4608 TDY ASSIGNMENT THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant AEA authorization/approval include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - *a. Missile launch,
 - *b. Summit Meeting
 - *c. Sports event,
 - *d. World's fair,
 - *e. Convention,
 - *f. Natural or man-made disaster (including the disaster aftermath) or
 - *g. Similar event;
3. To a location at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to/from the less expensive lodging facility would consume most/all savings achieved from occupying less expensive lodging;
4. During which special assignment duties require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other lodgings for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. C4608-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further unusual/extraordinary requirements demonstration, AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed below.

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. Cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;

9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

C4610 EXPENSES

- A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem (APP A).
- B. Expenses Not Allowed. The following expenses are not allowed. Meal cost:
 1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the GOV'T;
 2. Procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends ([B-189622, 24 March 1978](#)); or
 3. Purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity to which the traveler is accustomed is a personal preference matter and is not a "justifiable reason". [B-193504, 9 August 1979](#) and [B-192246, 8 January 1979](#).

C4620 OVER 300% MAXIMUM AEA

An AEA in excess of 300% cannot be authorized for a traveler covered by JTR.

C4622 REIMBURSEMENT

- A. Limitations
 1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
 2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.
 3. Reimbursement for M&IE must not exceed the percentage of AEA authorized of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.
- B. Incidental Expenses (IE). The maximum reimbursement for IE is:
 1. CONUS. \$5 in CONUS, and
 2. OCONUS
 - a. The locality IE, or
 - b. \$3.50 OCONUS for all full TDY days (except interim travel days between TDY locations) when the AO determines the \$3.50 rate is adequate to meet anticipated expenses effective for travel beginning on or after 1 July 2009.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' method IAW par. C4553, while the lodging cost is reimbursed on an actual expense basis.

2. The amount allowed for M&IE and the lodging cost is NTE the daily maximum authorized in the AEA for the locality.

3. Example

a. A traveler is authorized/approved an AEA NTE 150% for lodging.

b. The traveler is paid M&IE on a per diem basis, and, M&IE itemization is not required.

c. The locality per diem rate is \$90 (lodging) + \$51 (M&IE) = \$141 (Total).

d. The AEA must not exceed 150% of the *total* (\$141) locality per diem rate.

e. The AEA for the maximum amount allowed for *lodging* is computed as follows:

$$(1) \$141 \text{ (Total Per Diem)} \times 150\% = \$211.50 = \$212$$

$$(2) \$212 - \$51 \text{ (M\&IE)} = \$161 \text{ maximum allowed for lodging}$$

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for M&IE above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include rooms covered by par. C1058-4) and/or meals for TDY travelers, and AEA reimbursement is authorized/approved, the total daily amount paid by the GOV'T to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE is NTE the daily maximum authorized under par. C4620 ([60 Comp. Gen. 181 \(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees), must be submitted for AEA reimbursement. M&IE reimbursement on a per diem basis (AEA for lodging only), does not require M&IE itemization.

C4624 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and approved by the AO. ***In no case may the amount reimbursed be more than the amount authorized/approved in an AEA authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission, (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements, actual expense reimbursement for such meals is limited to the charge for each meal, NTE the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes M&IE, the daily amount of IE items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include clothing laundry/dry-cleaning/pressing incurred at OCONUS locations, hotel maid tips, and similar expenses IAW the IE portion of the per diem (APP A). ***Averaging IE does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal clothing laundry/dry-cleaning/pressing (*not before /after TDY*) is:
 - a. A reimbursable expense (APP G) in addition to per diem/AEA when CONUS travel requires at least 4 consecutive CONUS TDY lodging nights. For example, a traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY and the traveler may indicate that \$4 was paid daily, or
 - b. Not a reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rate/AEA authorized/approved for OCONUS travel. For instance, a traveler on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the traveler may indicate that \$4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4710.
2. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.
3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. C4553-D2c applies for reimbursement when return travel to the home/PDS requires 2 or more days .

C4626 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an AEA basis and on an actual expense and per diem basis on the same trip:

NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to AEA. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area (APP A) is part of per diem/AEA and is not a reimbursable expense.

| EXAMPLE 1 | | | |
|--|---|--|-------------------|
| AEA– single TDY location | | | |
| AEA authorized for lodging and M&IE paid on a per diem basis. | | | |
| <i>An AEA increase beyond 300% is not authorized for a DoD civilian employee. Par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).</i> | | | |
| <u>TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$150 Lodging - \$99 M&IE - \$51 | | <u>TDY Location Per Diem w/AEA</u> AEA authorized NTE \$450 (\$150 x 300%) Lodging NTE \$399 (\$450 - \$51) M&IE - \$51 | |
| ITINERARY | | | |
| Date | Depart | Arrive | Lodging |
| 10 Aug | Residence | TDY | \$330.00 |
| 11-12 Aug | | At TDY Station, Lodging - \$330/day x 2 days = | \$660.00 |
| 13 Aug | TDY | Residence | |
| Date | REIMBURSEMENT (denotes AEA computation) | | Amount |
| 10 Aug | \$51 x 75% = \$38.25 + \$330 = | | \$368.25 |
| 11-12 Aug | \$330 + \$51 + = \$381/day x 2 days = | | \$762.00 |
| 13 Aug | \$51 x 75% = \$38.25 | | \$ 38.25 |
| Total Reimbursement | | | \$1,168.50 |

| EXAMPLE 2 | | | |
|--|---|--|-----------------|
| AEA to multiple TDY locations A, B, and C | | | |
| Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$261/ \$71). | | | |
| Location B – Lodging and M&IE paid on a per diem basis, \$123 (\$77/ \$46). | | | |
| Location C – Lodging and M&IE paid on a per diem basis, \$128 (\$77/ \$51). | | | |
| <i>An AEA increase beyond 300% is not authorized for a DoD civilian employee. Par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).</i> | | | |
| <u>TDY Location ‘A’ Per Diem w/o AEA</u> Maximum Per Diem - \$221.00 Lodging - \$150.00, M&IE - \$71.00 | | <u>TDY Location ‘A’ Per Diem Rate w/AEA</u> AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332) Lodging NTE \$261 (\$332 - \$71) M&IE - \$71 | |
| ITINERARY | | | |
| Date | Depart | Arrive | Lodging |
| 7 Sep | Residence | TDY, Location A | \$170.00 |
| 8 Sep | | TDY, Location A | \$170.00 |
| 9 Sep | TDY, Location A | TDY, Location B | \$ 70.00 |
| 10 Sep | | TDY, Location B | \$ 70.00 |
| 11 Sep | TDY, Location B | TDY, Location C | \$ 75.00 |
| 12 Sep | TDY, Location C | Residence | |
| Date | REIMBURSEMENT (denotes AEA computation) | | Amount |
| 7 Sep | \$71 x 75% = \$53.25 + \$170 (AEA lodging) TDY Location A = | | \$223.25 |
| 8 Sep | \$170 + \$71 (AEA per diem rate) = | | \$241.00 |
| 9-10 Sep | \$70 + \$46 = \$116/day x 2 days, TDY Location B = | | \$232.00 |
| 11 Sep | \$75 + \$51, TDY Location C = | | \$126.00 |
| 12 Sep | \$51 x 75% = | | \$ 38.25 |
| Total Reimbursement | | | \$860.50 |

| EXAMPLE 3 | | | | |
|---|--|--|---|-----------------|
| AEA Single TDY location | | | | |
| AEA authorized for lodging and M&IE. | | | | |
| <p>When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$225 (\$149/ \$76). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. C1007-A2.</p> <p><i>An AEA increase beyond 300% is not authorized for a DoD civilian employee. Par. C4620. 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).</i></p> | | | | |
| <u>CONUS TDY Location Per Diem w/o AEA</u> | | <u>CONUS TDY Location Per Diem w/AEA</u> | | |
| Maximum Per Diem - \$150 Lodging - \$99, M&IE - \$51 | | AEA authorized NTE \$225 (\$150/day x 150% = \$225/day) Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50) M&IE - \$76 (\$51/day x 150% = \$76.50 = \$76, subtract \$.50) | | |
| ITINERARY | | | | |
| Date | Depart | Arrive | M&IE | Lodging |
| 10 Aug | Residence | En route/TDY | Dinner - \$25 | \$130.00 |
| 11 Aug | | At TDY Station | Breakfast - \$6, Lunch - \$10, Dinner - \$24 | \$130.00 |
| 11 Aug | | At TDY Station | Incidental Expense - IE - \$5.50 | |
| 12 Aug | | At TDY Station | Breakfast - \$15, Lunch - \$20, Dinner - \$40 | \$130.00 |
| 12 Aug | | At TDY Station | Incidental Expense - IE - \$4.50 | |
| 13 Aug | TDY | Residence | Breakfast - \$5, Lunch \$12 | |
| Date | REIMBURSEMENT (using AEA computation) | | | Amount |
| 10 Aug | \$130 + \$25 = | | | \$155.00 |
| 11 Aug | \$130 + \$40 + \$5.50 = | | | \$175.50 |
| 12 Aug | \$130 + \$75 + \$4.50 (M&IE is reduced to \$76) = (Total M&IE is limited by maximum daily AEA \$76 M&IE) | | | \$206.00 |
| 13 Aug | \$17 | | | \$ 17.00 |
| Total Reimbursement | | | | \$553.50 |

PAGE LEFT BLANK INTENTIONALLY

SECTION C3: DEPENDENT STUDENT TRAVEL

C5120 DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL

NOTE: *Par. C5120 parallels DSSR and NOT the JFTR.*

A. Authority and Eligibility

*1. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DoDI 1400.25 Volume 1250 "Overseas Allowances and Differentials" at <http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V1250.pdf>.

*2. DoDI 1400.25 Volume 1250.4.b authorizes educational travel, prescribed in DSSR Section 280, for a dependent student of a DoD civilian employee assigned in a *foreign area* for travel to and from a school offering a full-time course of secondary (in lieu of an education allowance), or post-secondary education.

a. Secondary education means attendance at a public or private school offering instruction at grade levels 9-12, or equivalent; and

b. Post-secondary education is a full-time program at an accredited (1) university or college, including 2-year junior or community college, which offers academic courses leading to a degree, or (2) nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

*3. Travel may be to and from a school. See http://aoprals.state.gov/content.asp?content_id=250&menu_id=92.

4. Dependent student travel administration is IAW DOD regulations and Service implementing regulations.

B. DODEA Student Activity Travel

1. The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

2. The Director, DODEA, or designee determines appropriate activities.

3. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

4. *Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.*

Part C: Dependent T&T Allowances/Section 3: Dependent Student Travel

C. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to Dependent Student Travel:

| Example | | | |
|---|-------------|---------------------------------|-----------------|
| Per Diem Computation for Dependent Student Authorized Travel IAW DSSR Section 280. | | | |
| See pars. C4553-D, C5120 and C5125-D. | | | |
| <i>NOTE: Dependent student travel M&IE is authorized at a flat 75% of the applicable <u>M&IE rate</u> indicated in par. C4553-D1a and C4553-D1b.</i> | | | |
| 1. Dependent student travels from OCONUS to a CONUS school and return to OCONUS. | | | |
| 2. Itinerary: | 8/14 | Depart OCONUS residence at 0730 | |
| | 8/14 | Arrive at CONUS lodging at 2130 | |
| | 8/15-5/15 | Per diem is not authorized. | |
| | 5/16 | Depart CONUS lodging at 1300 | |
| | 5/17 | Arrive OCONUS residence at 0915 | |
| 3. The dependent student is authorized per diem while traveling to/from school since actual travel time in each direction exceeds 12 hours. See par. C4552-F. | | | |
| 4. The locality per diem rate for the CONUS destination at the time of travel was \$158 (\$107/ \$51). | | | |
| 5. Reimbursement: | 8/14 | 75% x \$51 (M&IE) = | \$38.25 |
| | 8/15 – 5/15 | no per diem | \$ 0.00 |
| | 5/16 | 75% x \$51 (M&IE) = | \$38.25 |
| | 5/17 | 75% x \$51 (M&IE) = | \$38.25 |
| Total Reimbursement | | | \$114.75 |
| 6. Par. C4553-D1a applies for the OCONUS departure day and the destination M&IE rate (\$51) is used to compute per diem for that day. The trip from OCONUS to CONUS was for longer than 12 hours. | | | |
| 7. Dependent student travel per diem is computed with the same rates that are used for an employee's TDY travel. | | | |

C5123 TRANSPORTATION OF A STUDENT WITH A DISABILITY FOR DIAGNOSTIC AND EVALUATION PURPOSES

A. Student Travel. Transportation and per diem/AEA, as prescribed for travel by a TDY employee, are authorized for a tuition-free DODEA student who has a disability, or may be considered as having a disability, under [DODI 1342.12](#), when competent medical/educational authority requests a diagnosis/evaluation under the provisions in [DODI 1342.12](#), and travel is necessary to obtain the diagnosis/evaluation.

B. Parent/Guardian Travel. If the medical/educational authority requests that one or both of the student's parent(s)/guardian(s) be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem/AEA are similarly authorized for the parent(s)/guardian(s).

SECTION 1: GENERAL

C5350 PURPOSE

TQSE is a *discretionary, not mandatory*, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy *temporary lodging incident to a PCS move*. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is available to document TQSE expenses for reimbursement.

C5352 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE (AE). Actual expense reimbursement - see Parts H2 and H4, and
2. TQSE(F). Fixed amount payment - see Part H3.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. C1004 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, *not the employee*, determines if TQSE is necessary.

*2. TQSE Authority. TQSE must be authorized *before* temporary lodging is occupied and *may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved IAW par. C5364-B*. See [CBCA 2311-RELO, 19 April 2011](#).

3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(F).

4. Denied Reimbursement. The AO may deny reimbursement of any claimed TQSE lodging or meals expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses. See DoDFMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. C1305. See GSBCA decisions: [15583-RELO, 14 August 2001](#), [15818-RELO, 20 May 2002](#), and [16076-RELO, 27 August 2003](#).

5. TQSE Method Change

a. Before the Travel Order is Executed. Changes to the TQSE payment method *before any part of the travel order (including the HHT) has been executed* is determined at the discretion of the AO after a request by the employee.

b. After the Travel Order is Executed. Once the employee selects a TQSE method, the selection may not be changed *if the travel order (including the HHT) has been executed*. See par. C5352-D5c below for an exception based on clerical error.

c. Travel Order Error. IAW GSBICA [16793-RELO, 23 Jan 2006](#), changes to the TQSE payment method may be allowed after the travel order has been executed if a clerical error was made on the travel order. GSBICA 16793-RELO states, "As DoD points out in its submission to us, as a general rule, an agency may not retroactively change a travel order. An exception to this rule exists, however, if there is an error on the face of a travel order or if all the facts and circumstances surrounding the issuance of an order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the order," GSBICA [16437-RELO, 22 Sep 2004](#).

C5354 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBICA [14888-RELO, 10 May 1999](#)).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:

a. Remains occupied by the present tenant,

b. Requires repairs/alternations that have not been completed, or

c. Is under construction. ***NOTE: An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel order. Further, TQSE authority for an employee beyond that needed to seek an available private sector residence is inappropriate simply because the employee chooses to have a house built if there is an existing inventory of affordable housing. Also see par. C5364-B2a(2).***

2. The AO may determine that temporary lodging initially occupied that eventually become an employee's permanent private sector housing was temporary lodging for a specific time period after considering:

a. Lease duration,

b. HHG movement into the lodging,

c. Lodging type,

d. Expressions of intent,

e. Attempts to secure permanent private sector housing, and

f. Time length the employee occupied the lodging.

NOTE: See GSBICA [15986-RELO, 24 February 2003](#) for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

C5356 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;

2. A PCS is authorized and the *new* PDS is located in CONUS or in a non-foreign OCONUS area. *The old*

PDS may be anywhere in the world.;

3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;
5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as in par. C1057.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:

- a. Are unique to the individual employee and/or dependents,
- b. Are reasonably related to the transfer,
- c. Have been adequately reviewed, and
- d. Justify TQSE payment (FTR §302-6.9).

2. Vacations. *A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).*

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. C4635-B3.)*

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4630; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA [15569-RELO, 12 July 2001](#)).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

C5358 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE *may be paid* in addition to:

a. COLA payable under the DSSR (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances ([52 Comp. Gen. 962 \(1973\)](#)).

c. TLA (see JFTR, Ch 9, Part C) and TLE (see JFTR, Ch 5, Part H) as long as payments cover different expenses. *Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense* ([54 Comp. Gen. 892 \(1975\)](#)).

2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).*

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*

2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area (DSSR 122.1). See CBCA [798-RELO, 7 November 2007](#).

3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2) unless an agency determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date (DSSR 122.2. See CBCA [1214-RELO, 6 November 2008](#)).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part O.

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

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

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

C5705 ELIGIBILITY (FTR §302-3.402)

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

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

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

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

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

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

C5710 CONDITIONS

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

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

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

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

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

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

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

E. Assignment Length

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

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

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

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

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

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

B. Discretionary Allowances. The employee may be authorized:

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

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

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

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

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

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

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

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

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

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

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

1. A HHT to the temporary official station, and

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

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

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

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

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

CHAPTER 7

TRAVEL UNDER SPECIAL CIRCUMSTANCES

Paragraph Title/Contents

PART A: IPA MOBILITY PROGRAM

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

PART B: MISSING PERSONS CASES

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

- C7095 RESPONSIBILITY**

PART C: CIVILIAN ESCORTS AND ATTENDANTS

- C7100 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1036)**
- A. DoD Civilian Employee
 - B. Non-DoD GOV'T Employee
 - C. Non-GOV'T Civilian
 - D. Funds Advance
- C7105 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1040)**
- A. DoD Civilian Employee
 - B. Non-DoD GOV'T Employee
 - C. Non-GOV'T Civilian
 - D. Funds Advance
- C7110 ATTENDANT/ESCORT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**
- A. DoD Civilian Employee
 - B. Non-DoD GOV'T Employee
 - C. Non-GOV'T Civilian
 - D. Funds Advance

Paragraph Title/Contents

- C7115 ATTENDANT/ESCORT FOR UNIFORMED SERVICE MEMBER (PATIENT)**
- A. DoD Civilian Employee
 - B. Non-DoD Gov't Employee
 - C. Non-GOV'T Civilian
 - D. Funds Advance

PART D: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)

- C7150 APPLICABILITY**
- A. Application
 - B. Policy
- C7155 AUTHORIZATION**
- A. Payment Authority
 - B. Eligibility
- C7160 RESPONSIBILITIES**
- A. DoD Component Responsibilities
 - B. Interviewee Responsibilities
- C7165 REIMBURSEMENT**
- A. Allowable Expenses
 - B. Expenses Not Allowed
- C7170 FUND SOURCE**
- A. Travel Expense Payment
 - B. Sources Not Allowed
- C7175 REIMBURSEMENT CLAIM**
- A. Fraudulent Claim
 - B. Receipt and Record Maintenance
 - C. Travel Voucher Preparation and Submission

PART E: RESERVED**PART F: REPATRIATION TRANSPORTATION**

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

PART G: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)

- C7300 GENERAL**
- C7305 ELIGIBILITY**
- C7310 POLICY**

| <u>Paragraph</u> | <u>Title/Contents</u> |
|--|---|
| C7315 | DELEGATION OF AUTHORITY |
| C7320 | PROCEDURES FOR EVALUATING RISK TO A THREATENED INDIVIDUAL |
| C7325 | ELIGIBILITY CONDITIONS AND LIMITATIONS |
| | A. Limits on Duration of Temporary Living Accommodations |
| | B. Temporary Living Accommodations Location |
| C7330 | SUBSISTENCE PAYMENTS |
| | A. Expenses Covered |
| | B. Allowable Lodging Costs |
| | C. Allowable Meal Expenses |
| | D. Maximum Allowable Amount |
| | E. Itemization and Receipts |
| C7335 | TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED DUTY STATION |
| C7340 | AUTHORIZATIONS AND CLAIMS PAYMENT |
| C7345 | FUNDS ADVANCES |
| PART H: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301) | |

| | |
|--------------|--|
| C7350 | GENERAL |
| C7355 | DoD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION |
| C7360 | EMPLOYEE RESPONSIBILITY AND DOCUMENTATION |
| C7365 | DEFINITIONS |
| | A. Official Station/PDS |
| | B. Alternate Location |
| | C. Employee's Incapacitating Illness or Injury |
| | D. Family |
| | E. Personal Emergency Situation |
| | F. Serious Illness or Injury of Family Member |
| | G. Fire, Flood, or Act of God |
| C7370 | EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY |
| | A. Per Diem Continuation at the Interruption Point |
| | B. Return to Official Station or Home |
| | C. Travel to an Alternate Location and Return to the TDY Assignment |
| C7375 | PERSONAL EMERGENCY SITUATION |
| | A. Return to PDS or Home |
| | B. Travel to an Alternate Destination and Return to the TDY Assignment |
| | C. Discount Airfare Use |
| | D. Return to the PDS |
| | E. Travel to an Alternate Destination |

Paragraph Title/Contents**PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING A MEMBER OF CONGRESS AND/OR CONGRESSIONAL STAFF**

- C7400 GENERAL**
 A. Application
 B. Reimbursement
- C7405 DEFINITION OF TERMS**
 A. Member of Congress
 B. Congressional Staff Employee
 C. Secretary Concerned
- C7410 TRANSPORTATION, PER DIEM, AND AEA RATES**
- C7415 OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES**

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

- C7450 POLICY, APPLICABILITY, AND GENERAL RULES (FTR §301-70.400)**
 A. Policy
 B. Applicability
 C. General Rule
- C7455 DEFINITIONS**
 A. Employee with a Disability
 B. Disability
 C. Physical/Mental Impairment
 D. Major Life Activities
 E. Substantially Limits
 F. Has a Record of Such an Impairment
 G. Is Regarded as Having Such an Impairment
 H. Employee with a Special Need
- C7460 ALLOWABLE EXPENSES**
- C7465 EMPLOYMENT OF PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/ SPECIAL NEED**
- C7470 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs**

PART K: EMPLOYEE MEDICAL TRAVEL

- C7500 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**
 A. General
 B. Eligibility
 C. Required Health Care Determination
 D. Authorized Health Care
 E. Unauthorized Health Care
 F. Designated Point

| <u>Paragraph</u> | <u>Title/Contents</u> |
|-------------------------|--|
| C7505 | MEDICAL TRAVEL ADMINISTRATION A. Applicable Regulations B. Travel Order C. Funding D. Excess Costs Agreement E. Other than Economy/Coach Class Accommodations |
| C7510 | TRANSPORTATION A. General B. Limitation |
| C7515 | PER DIEM A. General B. Maximum Number of Days C. Elective Destinations D. Hospital Stays E. Dental Care F. Obstetric Care G. Newborn Infant H. Per Diem Rates |
| C7520 | EXCESS ACCOMPANIED BAGGAGE |
| C7525 | SAMPLE EXCESS COST AGREEMENT |
| C7530 | ATTENDANTS/ESCORTS A. Definition B. Determination C. Appointment D. Travel Allowances E. Attendant Compensation Agreement F. Attendant Per Diem G. Non-Concurrent Attendant Travel |

PART L: FAMILY VISITATION TRAVEL (FVT)

| | |
|--------------|--|
| C7550 | GENERAL A. Purpose B. Discretionary Allowance C. Legal Authority D. Allowable Transportation Expenses E. Eligibility F. Commercial Transportation G. Travel Order H. Refund I. Year J. Charge to Leave K. Scheduling L. Travel to the CONUS/Non-foreign OCONUS Area M. Travel to Visit Dependents in a Foreign Country |
|--------------|--|

Paragraph Title/Contents**PART M: EMERGENCY VISITATION TRAVEL (EVT)**

| | |
|--------------|--|
| C7600 | RELATED INFORMATION <ul style="list-style-type: none">A. Allowable Expenses due to an Employee's/Dependent's DeathB. Emergency Travel and Transportation of an Employee due to Illness, Injury, or a Personal Emergency Situation While on TDYC. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDSD. Family Visitation Travel (FVT) when Immediate Family is Evacuated from Employee's Foreign PDS |
| C7602 | GENERAL <ul style="list-style-type: none">A. PurposeB. Allowance DiscretionC. RestrictionsD. LimitationsE. Authority |
| C7604 | LEGAL AUTHORITY |
| C7606 | FUNDING |
| C7608 | LIMIT ON NUMBER OF TRAVELERS <ul style="list-style-type: none">A. GeneralB. Exceptions |
| C7610 | DEFINITIONS <ul style="list-style-type: none">A. Eligible EmployeeB. Eligible Family MemberC. Immediate Family MemberD. IncapacitationE. ParentF. AOG. Serious Illness/Injury |
| C7612 | TRANSPORTATION EXPENSES <ul style="list-style-type: none">A. Expenses AllowedB. Expenses Not Allowed |
| C7614 | TRAVEL LIMITATIONS <ul style="list-style-type: none">A. RoutingB. Indirect RouteC. Transportation CostsD. ReimbursementE. AccommodationsF. Special FaresG. Authorized Transportation ModeH. U.S.-certificated Air Carriers |
| C7616 | ORDER |
| C7618 | REFUND |
| C7620 | CHARGE TO LEAVE |

| <u>Paragraph</u> | <u>Title/Contents</u> |
|-------------------------|---|
| C7622 | LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993 A. Form WH-380 "Certification of Health Care Provider" (Used as supporting documentation for request for Family & Medical Leave (attach to SF 71: Request for Leave/Approved Absence) B. Federal Employee Entitlements under the Family and Medical Leave Act of 1993 C. OPM Final Regulations on Family and Medical Leave D. OPM Family and Medical Leave Entitlement/Job Benefits and Protection/Advance Notice and Medical Certification |
| C7624 | EFFECT OF EVT ON RAT |
| C7626 | EVT FOLLOWED BY FVT A. Waiting Time B. Exception to Waiting Time Requirement |
| C7628 | EVT FOR MEDICAL REASONS A. Limit on Number of Trips B. Authorization Procedure C. Immediate Family Member Located in a Foreign Area D. Confirming the Need for EVT Travel E. Recording EVT Travel F. Limiting EVT Travel to Already Identified Parents G. Travel in Advance of Authorization |
| C7630 | EVT IN THE EVENT OF AN IMMEDIATE FAMILY MEMBER'S DEATH A. Limitations B. Beginning Travel C. Death of Employee/Eligible Family Member D. Travel Statement |
| C7631 | EVT FOR PERSONAL EXPENSE TRAVEL TO VISIT SIBLING WHO SUBSEQUENTLY DIES A. General B. Limitation |
| C7632 | INCAPACITATED PARENT A. Travel Purpose B. Allowable Circumstances C. Limit on the Number of Trips D. Both Trips May Be Used for the Needs of One Parent E. Authorization Procedure F. Submission Request G. Travel without Prior Authorization H. Travel in Advance of Authorization |
| C7634 | UNUSUAL PERSONAL HARDSHIP A. Personal Hardship B. Travel In Advance of Authorization |
| C7636 | EVT TABLE |

Paragraph Title/Contents**PART N: FEML**

- C7700 FEML TRANSPORTATION**
- A. Policy
 - B. Eligibility
 - C. Authorized Transportation
 - D. Dependent Travel
 - E. Number of FEML Trips
 - F. Time Limitation
 - G. Waiver Authority
 - H. FEML Combined with other Travel
 - I. FEML Locations/Destinations
 - J. Transportation
 - K. Per Diem
 - L. Dual Allowances
 - M. Charge to Leave
 - N. Repayment of FEML Transportation Costs
 - O. Order
 - P. Legal Authority

PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

- C7750 FUNDED R&R LEAVE TRANSPORTATION**
- A. Policy
 - B. General
 - C. Eligibility
 - D. R & R Locations/Destinations
 - E. Transportation
 - F. Official Duty in Iraq, Afghanistan, or Pakistan

PART P: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED UNIFORMED SERVICE MEMBER

- C7800 GENERAL**
- A. Travel Status
 - B. Authority
 - C. Funding
 - D. Transportation Mode and Routing
 - E. Non-Family Member Travel

PART Q: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

- C7900 ALLOWED ACCOMMODATIONS**
- A. Travel and Transportation Allowances
 - B. Transportation
 - C. Documentation

PART R: TRAVEL OF CONSULTANTS AND EXPERTS

- C7905 TRAVEL OF CONSULTANTS AND EXPERTS**
- A. Authority
 - B. Conditions

Paragraph Title/Contents**PART S: WITNESS TRAVEL**

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

PART T: JUROR TRAVEL

- C7915 JUROR TRAVEL**

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

- C7920 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**
A. General
B. Certification

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

- C7925 GENERAL**
A. Authorization
B. Authorization/Approval for Other Reasons
- C7926 PERSON ACCOMPANYING THE TRAVELER**
- C7927 ALLOWABLE EXPENSES**
- C7928 REIMBURSEMENT RESTRICTION**
- C7929 REGISTRATION FEES**

PAGE LEFT BLANK INTENTIONALLY

***PART C: CIVILIAN ESCORT AND ATTENDANT**

C7100 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1036)

A. DoD Civilian Employee

1. A DoD civilian employee, who performs authorized travel as an escort for a Uniformed Service member's dependent who is authorized transportation under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053, is authorized round trip travel and transportation allowances.
2. The escorting employee must have a TDY travel order.
3. Par. C7100 must be cited as authority on the travel order authorizing an escort to perform necessary travel IAW JFTR, par. U7551.
4. The transportation mode and routing must be IAW Ch 2.
5. The agency directing the travel funds the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an escort under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A2l), and is authorized the same travel and transportation allowances as a DoD civilian employee.

D. Funds Advance. Travel and transportation allowances authorized by par. C7100 may be paid in advance IAW the DoD COMPONENT's policy.

C7105 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1040)

A. DoD Civilian Employee

1. A DoD civilian employee, who performs authorized travel as an attendant for a Uniformed Service member's dependent who is authorized transportation to/from a medical facility under JFTR, par. U5240-C, is authorized round trip travel and transportation allowances.
2. The attending employee must have a TDY travel order.
3. Par. C7105 must be cited as authority on the travel order authorizing an attendant to perform necessary travel IAW JFTR, par. U5240-C.
4. The transportation mode and routing must be IAW Ch 2.
5. The agency directing the travel provides the funds for the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DoD civilian employee. See JFTR, par. U7554.

D. Funds Advance. Travel and transportation allowances authorized by par. C7105 may be paid in advance IAW the DoD COMPONENT's policy.

C7110 ESCORT/ATTENDANT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

A. DoD Civilian Employee

1. A DoD civilian employee who performs authorized travel as an escort/attendant for a Uniformed Service member who is on the TDRL and who is also required to submit to periodic physical examinations (JFTR, par. U7251-A), is authorized round trip travel and transportation allowances.
2. The escorting/attending employee must have a TDY travel order.
3. Par. C7110 must be cited as authority on the travel order authorizing an escort/attendant to perform necessary travel.
4. The transportation mode and routing must be IAW Ch 2.
5. The agency directing the travel funds the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an escort/attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DoD civilian employee. See JFTR, par. U7250-D3.

D. Funds Advance. Travel and transportation allowances authorized by par. C7110 may be paid in advance IAW the DoD COMPONENT's policy.

C7115 ESCORT/ATTENDANT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)

A. DoD Civilian Employee

1. A DoD civilian employee, who performs authorized travel as an escort/attendant for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an escort/attendant (JFTR, par. U7252-A), is authorized round trip travel and transportation allowances. See JFTR, par. U7250-C.
2. The escorting/attending employee must have a TDY travel order.
3. Par. C7115 must be cited as authority on the travel order authorizing an escort/attendant to perform necessary travel.
4. The transportation mode and routing must be IAW Ch 2.
5. The agency directing the travel funds the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an escort/attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DoD civilian employee. See JFTR, par. U7250-D3.

D. Funds Advance. Travel and transportation allowances authorized by par. C7115 may be paid in advance IAW the DoD COMPONENT's policy.

PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING A MEMBER OF CONGRESS AND/OR CONGRESSIONAL STAFF**C7400 GENERAL**

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

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

1. Transportation accommodations costs on the same class of service used by a Member of Congress/congressional staff employee(s) that the DoD civilian employee is accompanying, and
2. Per diem/AEA NTE the rate prescribed for a Member of Congress/congressional staff employee(s) that the DoD civilian employee is accompanying;

provided the DoD civilian employee's travel is in support of congressional travel authorized/approved by SECDEF or the Secretary Concerned (pars. C2204-B3g and C2204-B4j).

***C7405 DEFINITION OF TERMS**

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

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

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

***C7410 TRANSPORTATION, PER DIEM, AND AEA RATES**

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

***C7415 OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES**

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

PAGE LEFT BLANK INTENTIONALLY

PART K: EMPLOYEE MEDICAL TRAVEL

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

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

A. General

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

*B. Eligibility

1. Employee

- *a. An employee must be permanently assigned to a foreign OCONUS PDS.
- *b. An employee is eligible while performing foreign OCONUS PCS travel.
- *c. *A locally hired employee, who does not have a service agreement, is not eligible for this travel.*

2. Attendant/Escort. See par. C7530.

3. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the employee if the AO determines that:

- a. The family member is incapable of self-care at the PDS, and
- b. No suitable care arrangements can be made at the PDS, and
- c. The travel is in the GOV'T's interest.

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

D. Authorized Health Care

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

- a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and which,
 - b. If delayed, could result in a worsening of the condition, and
 - c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization ([GSBCA 15948-TRAV, 30 April 2003](#)).
2. Dental Care. Qualified emergency and required dental care are defined as follows:
- a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
 - b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.
 - c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.
 - d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.
- E. Unauthorized Health Care. Examples of treatments that are not required health care are:
1. Medical Care: Elective treatment, routine medical examinations, and routine immunizations.
 2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.
- F. Designated Point. The designated point is:
1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and
 2. Based on the advice of an appropriate professional certifying physician.

C7505 MEDICAL TRAVEL ADMINISTRATION

A. Applicable Regulations

1. Civilian. An employee performing medical travel in any capacity is governed by the JTR.
- *2. Uniformed Service Member. The JFTR provides the allowances for a uniformed service member serving as an attendant/escort as part of official duties.
3. Attendant/Escort. See par. C7530.

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

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

D. Excess Costs Agreement

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

member(s).

2. The GOV'T's cost is based on transportation costs to and from the designated point.
3. Par. C7525 displays a sample excess cost agreement.

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

C7510 TRANSPORTATION

A. General

1. Health care transportation must be IAW Ch 2, except as otherwise provided in this Part.
2. AMC resources should be used when the AO:
 - a. Consults with an appropriate health care provider, and
 - b. Determines it suitable under the circumstances and reasonably available.
3. For AMC flight scheduling information see http://www.transcom.mil/tcsg_public/.

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

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

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

C7515 PER DIEM

A. General

1. TDY per diem is authorized for medical travel for a/an:
 - a. Employee, accompanying family member(s) and an attendant/escort, subject to the limitations in pars. C7515 and C7530, and
 - b. Uniformed member authorized as an attendant/escort, subject to the JFTR and par. C7530.

2. See par. C4555-B3 for per diem when lodging with friends/relatives.

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

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

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

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

E. Dental Care

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

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

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

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

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

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

C7520 EXCESS ACCOMPANIED BAGGAGE

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

C7525 SAMPLE EXCESS COST AGREEMENT

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

DoD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

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

Employee Name: _____

has been determined to be: _____
(Designated Point)

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

Employee's Signature Date

C7530 ATTENDANTS/ESCORTS

- A. Definition. See APP A.
- B. Determination. An employee, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the employee.
- C. Appointment. Any person may be appointed to accompany an employee physically incapable of traveling alone as an:
 - 1. Attendant, by Medical Authority, or
 - 2. Escort, by the AO.
- D. Travel Allowances
 - 1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JFTR TDY travel and transportation allowances.
 - *2. Civilian Employee as an Attendant/Escort. A DoD civilian employee is authorized travel and transportation allowances IAW the JTR.
 - 3. Other Person as an Attendant/Escort. Another person designated to travel as an attendant/escort is:
 - a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the employee; and,
 - b. Authorized the same travel and transportation allowances as a civilian employee IAW par. C7115-C.
- E. Attendant/Escort Compensation Agreement
 - 1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant/escort, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses)

under Ch 7, Part K.

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

F. Attendant/Escort Per Diem

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

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

***PART L: FAMILY VISITATION TRAVEL (FVT)**

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

C7550 GENERAL

A. Purpose. FVT enables an eligible employee to travel at GOV'T expense to:

1. The CONUS,
2. A non-foreign OCONUS area, or
3. Other location

to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. FVT:

1. Is a discretionary allowance, not an authorized allowance.
2. Expenses are the responsibility of the employee's command.
3. Is not authorized for travel within the foreign area/country of assignment.

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

D. Allowable Transportation Expenses

1. General. A DoD component may pay for, or an eligible individual may be reimbursed for:
 - a. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return; and
 - b. Airport taxes and transportation between airports (par. C7550-D2).
2. Limitations. Reimbursement is:
 - a. Authorized only for air and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).
 - b. Not authorized for ground transportation between PDS or home (or destination) and the airport.
3. Unauthorized Expenses. *Per diem, excess accompanied baggage, and UB charges are not payable or reimbursable.*

E. Eligibility. This Part applies only to an employee, who is a U.S. citizen, assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who has a service agreement that provides for return transportation at GOV'T expense to the employee's actual residence; and
2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Commercial Transportation. The following applies:

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.
2. Indirect routing is permissible only when official duties must be performed en route or when it is to the GOV'T's advantage to purchase a ticket in foreign currency at an intermediate point.
3. Accommodations must be in coach (unless other than economy-/coach-class accommodations are authorized/approved under par. C2204-B) or, when air service is not available, minimum first-class rail or bus service.
4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.
5. American-flag carriers must be used except as indicated in par. C2204-C.
6. Reimbursement may not exceed allowable transportation expenses actually incurred.
7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order

1. General

- a. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation.
- b. Rules concerning transportation accommodations for TDY travel also apply to FVT.

2. Commercial Aircraft. See par. C2204 regarding use of commercial aircraft

3. Arranging Official Travel. See par. C2203 for arranging official travel.

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

I. Year. For FVT purposes, a year starts on the:

1. Evacuation date of the employee's family, or
2. Return date to the OCONUS PDS from RAT.

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

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.
2. To the maximum extent possible, FVT must be combined with travel required for official purposes.
3. Exceptions to the limitations in par. C7550-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

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

1. Not more than two round trips to the CONUS/non-foreign OCONUS area may be authorized during a 1-year period.
2. For part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.
3. FVT trips to the CONUS/non-foreign OCONUS area may be authorized 3 months after family members:
 - a. Are evacuated from the foreign PDS, or
 - b. Located at a safe haven in a foreign country return to the CONUS/non-foreign OCONUS area,

The total cost for visitation travel during a year's period (par. C7550-I) may not exceed the cost of two economy-/coach-class round trips to the family's residence.

4. FVT trips to the CONUS/non-foreign OCONUS area are not permitted within the final 3 months prior to:
 - a. Scheduled transfer,
 - b. Departure on RAT, or
 - c. Voluntary separation.
5. There must be an interval of at least 3 months between FVT trips to the CONUS/non-foreign OCONUS area.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:
 - a. Including travel time, and
 - b. Excluding days on duty or official travel status.
7. An employee's absence from the PDS for each visit to the CONUS/non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.
8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS/non-foreign OCONUS area.

M. Travel to Visit Dependents in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents in a foreign country.

1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy-/coach-class round trips to the employee's actual residence (par. C5556).
2. The cost of the two economy-/coach-class round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.
3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.
4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:
 - a. completion of tour,

- b. transfer,
 - c. departure on RAT, or
 - d. voluntary separation.
5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:
- a. Including travel time, and
 - b. Excluding days on duty or official travel status.
7. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.
8. Exceptions to the limitations in par. C7550-M are made through the Secretarial Process.

PART N: FEML

C7700 FEML TRANSPORTATION

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

B. Eligibility

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

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

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

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

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

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

D. Dependent Travel

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

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

E. Number of FEML Trips

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

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

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

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

F. Time Limitation. FEML travel:

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

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

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

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

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

a. Example 1

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

b. Example 2

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

5. Location Designation/Recertification

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

- (1) DoD Services: DUSD (MPP) IAW DoDI 1327.06;
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

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

J. Transportation

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

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

- a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
- b. May use commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to/from the authorized destination.

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

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

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. C2192).
- b. Reimbursement is NTE the GOV'T-procured transportation cost between a traveler's PDS and the authorized destination, plus ground transportation cost (par. C7700-E4a).

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

*K. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML travel while en route to and from or while at the FEML leave location.***

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

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

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

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

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

O. Order

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

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

3. Commercial Air Transportation. Par. C2204.

4. Arranging Official Travel. Par. C2203.

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

PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C7750 FUNDED R&R LEAVE TRANSPORTATION

A. Policy

1. DoDI 1327.06, subsec. 1.j.(9) (<http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>) establishes the DoD policy for designating locations eligible for funded R&R transportation.
2. Under DoDI 1327.06, upon traveler request, the applicable Combatant Commander or the designated representative who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in the DoD's best interest.
3. All restrictions outlined in DoDI 1327.06 apply to the USCENTCOM R&R Leave program, unless otherwise directed in JTR.

B. General

- *1. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel while en route to and from or while at the R&R leave location.*
2. Travel Order. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize R&R transportation (APP I4, par. A). TDY travel and transportation accommodations regulations also apply to R&R travel.
3. Arranging Official Travel. Par. C2203.
4. Commercial Aircraft Use. Par. C2204.
5. Legal Authority for this Part. 10 USC §1599B; and 22 USC §4081(6) and (8).
6. Charge to Leave. DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630, Leave, and Subchapter 1260, Home Leave.

C. Eligibility

1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.
2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:
 - a. Standard Tour. One per 12-month period.
 - b. Contingency Tour
 - (1) One per contingency tour, except as indicated below in item 5.
 - (2) A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A1).
 - (3) R&R is for a traveler who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.
 - c. Extended Tour. Two per 18-month period or more.

3. R&R Travel Combined with other Authorized Travel. *Unless it is requested by the traveler*, travel under the R&R leave program may not be combined with liberty, administrative absences, temporary duty, or travel for other purposes. If the traveler requests that R&R leave be combined with another authorized travel, the Combatant Commander may authorize the combined travel, provided it is in the GOV'T's best interest.

4. 60 Consecutive Day Requirement

- a. R&R may be taken after 60 consecutive days in the APP U location are completed.
- b. The Combatant Commander may waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.

D. R & R Locations/Destinations. APP U lists authorized R&R locations/destinations.

1. R&R Location. A location must meet the requirements of DoDI 1327.06 and be designated by one of the authorities listed in par. C7750-D5. *Do not send designation requests to PDTATAC.*

2. R&R Destination. The authorized R&R destination, determined IAW DoDI 1327.06, is listed in APP U.

3. Alternate Destination

- a. A traveler may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination.
- b. Travel to and from the alternate destination is official travel, so available contract city-pair airfares may be available for use.
- c. *If the traveler travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.*

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

| EXAMPLE 1 | |
|---|---------|
| The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B. | |
| There is no city-pair airfare between OCONUS Location A and OCONUS Location B. The round trip POLICY-CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city-pair airfare connections) is: | \$1,200 |
| CONUS Location C is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is: | \$1,000 |
| The traveler desires to utilize R&R to CONUS Location D. Round trip city-pair airfare between OCONUS Location A and CONUS Location D is: | \$1,400 |
| Round trip POLICY-CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is: | \$1,600 |
| Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city-pair airfare may be used to CONUS Location D. | |
| Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison. | |
| The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable. | |

b. Example 2

| EXAMPLE 2 | |
|---|---------|
| The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B. | |
| Round trip city-pair airfare between OCONUS Location A and OCONUS Location B is: | \$980 |
| CONUS Location C, is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is: | \$1,400 |
| The traveler desires to utilize R&R to CONUS Location D. The round trip city-pair airfare between OCONUS Location A and CONUS Location D is: | \$1,200 |
| Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the traveler is authorized the city-pair airfare to CONUS Location D (\$1,200) <i>NTE the \$1,400 cost to CONUS Location C.</i> | |

5. Location Designation/Re-designation

a. Designating Authority. PDUSD (P&R) is the designating authority for R&R locations/destinations for DoD Services.

b. Designation/Re-designation Requests. DoD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW DoDI 1327.06.

E. Transportation

1. Limitations. R&R transportation is only for civilian employees and uniformed members. JFTR, par. U7300 for uniformed member R&R transportation.

2. Restrictions

a. A traveler taking an R&R trip may use:

(1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

(2) Commercial air transportation if space-required military air transportation is not reasonably available, and

(3) May not use cruise or tour packages to and/or from the authorized destination.

b. Each Commander must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

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

4. Reimbursement. Reimbursement must not exceed the GOV’T-procured transportation cost between a traveler’s PDS and the authorized destination as determined in par. C7750-D2.

5. Time Limitation

a. Standard Tour: Traveler must have served more than 90 days in the R&R location prior to taking 1st R&R leave.

b. Contingency Tour: Traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each Combatant Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***

c. Extended Tour: Traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

F. Official Duty in Iraq, Afghanistan, or Pakistan. Transportation for an eligible DoD civilian employee, on official duty in Iraq and Afghanistan continues through fiscal year 2011. An eligible DoD civilian employee on official duty in Pakistan is eligible effective on or after 26 August 2010; however, retroactive R&R transportation allowances are not authorized IAW par. C7750-F5. ***Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010. The statutory authority for R&R transportation expires 30 September 2011.***

1. Authorized Transportation. The employee:

a. Is authorized round trip transportation to the designated locations provided in APP U,

b. Must be in an approved leave status while traveling to/from Iraq, Afghanistan or Pakistan and during R&R breaks, IAW DoD 1400.25-M.

The provisions in Ch 7, Part O must be applied when requesting and authorizing R&R travel.

2. Authority

- a. OSD (P&R) memo dated 20 October 2008 (Iraq and Afghanistan),
- b. OSD (P&R) memo dated 26 August 2010 (Pakistan).
- c. P.L. 110-417 (Sec. 1102, Iraq and Afghanistan) and P.L. 111-84 (Sec. 1107, Pakistan),
- d. Continued benefits, allowances, and gratuities authorized based on OSD (P&R) memo of 26 August 2010,
- e. P.L. 109-234 (Sec. 1603, Iraq and Afghanistan), and
- f. 22 USC §4081(6).

3. Assignment Options. An employee in Iraq, Afghanistan or Pakistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

a. 6 or more Months but Fewer than 12 Months. An employee:

- (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip, and
- (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the R&R trip.

b. 12 Consecutive Months. An employee:

- (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for at least 12 consecutive months is eligible for three R&R trips within the 12-month service period, and
- (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the first R&R trip, and
- (3) Should take R&R trips at reasonable intervals; (e.g., the first break after 60 days, and subsequent breaks every 50 to 60 days).

4. Limitations. An:

- a. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official station in Iraq, Afghanistan or Pakistan (including travel time) established in the Civilian Personnel Manual (DoD 1400.25-M) and/or other personnel-related written material; and
- b. Employee is expected to return to Iraq, Afghanistan or Pakistan following the R&R leave period or be financially liable for the R&R trip expense.

5. Retroactive Benefits and Gratuities. Effective for the period 15 June 15 2006 through 30 September 2011; benefits and gratuities must be granted retroactively for an employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. Components must review an employee's circumstances assigned to Iraq or Afghanistan within the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility. ***Retroactive R&R transportation allowances for Pakistan is not authorized IAW OUSD (P&R) memo dated 26 August 2010.***

PAGE LEFT BLANK INTENTIONALLY

**PART P: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED
UNIFORMED SERVICE MEMBER**

C7800 GENERAL

- *A. Travel Status. A civilian employee, who is authorized travel under a competent travel order as a family member of an active duty Uniformed Service member who is seriously ill, seriously injured or in a situation of imminent death, is treated as an employee in a TDY status.
- *B. Authority. A TDY travel order for a family member's travel per JFTR, par. U5246 must be issued and cite par. C7800 as authority.
- *C. Funding. The member's organization is responsible for funding the employee's TDY travel.
- *D. Transportation Mode and Routing. The transportation mode/routing must be IAW Ch 2.
- *E. Non-Family Member Travel. Another civilian, not a family member, must be issued an ITA and is authorized allowances under JFTR, par. U5246.

PAGE LEFT BLANK INTENTIONALLY

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

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

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1976; B-191316, 27 September 1978.

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

Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether 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 GSBCA decisions

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

DEPENDENT, ACQUIRED (Uniformed Member Only). A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.

DEPENDENT, COMMAND-SPONSORED (Uniformed Member Only)

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

DEPENDENT-RESTRICTED TOUR (*Uniformed Member Only*)

1. A tour at any overseas PDS with an established tour that does not permit command-sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.
3. Also describes a tour at a PDS at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. 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:

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

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

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

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

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

EMPLOYEE. A civilian individual:

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

ESCORT. An escort:

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

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

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

FAMILY. See **DEPENDENT**.

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

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

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

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

FIRST-CLASS. See **ACCOMMODATIONS**

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

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

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

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

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

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

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

GEOGRAPHICAL LOCALITY

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

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

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

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

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

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

GOVERNMENT CONVEYANCE

A. Includes:

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

B. Does not Include:

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

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

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

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

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

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

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

GOVERNMENT MEAL RATE (GMR)

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

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

B. Standard GOV'T Meal Rate. The standard GOV'T meal rate is:

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

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

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

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

GOVERNMENT QUARTERS

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. U5370-11b or U5370-12 applies.

4. HHG also include:
- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
 - b. Spare POV parts, (e.g., car engine/transmission) not to exceed the member's administrative HHG weight allowance and a pickup tailgate when removed;
 - c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
 - d. Consumable goods for a member ordered to locations listed in APP F;
 - e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
 - f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
 - g. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
 - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and
 - i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.
5. HHG *do not* include:
- a. Personal baggage when carried free on commercial transportation;
 - b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
 - c. Live animals including birds, fish and reptiles;
 - d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
 - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
 - e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

- f. HHG for resale, disposal or commercial use;
 - g. Privately owned live ammunition (B-130583, 8 May 1957);
 - h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.
6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
 - b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
 - c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
 - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - (2) No storage is required, and
 - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

B. **CIVILIAN EMPLOYEE** (FTR, §300-3.1)

- 1. General. Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
- 2. Weight Additive. See JTR, par. C5154-E for an article involving a weight additive.
- 3. HHG also include:
 - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
 - b. Spare parts for a POV, including automobile engine/transmission (GSSBCA 14680-RELO, 17 September 1998), and a pickup tailgate when removed;
 - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
 - d. Consumable goods for employees with PCS travel authorization to locations listed in APP F;
 - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
 - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);

g. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;

h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

e. HHG for resale, disposal or commercial use;

f. Privately owned live ammunition (B-130583, 8 May 1957); and

g. Boats (other than those in A6 above); and

h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

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

HOUSEHOLD GOODS WEIGHT ADDITIVE

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

HOUSE-HUNTING TRIP (HHT) (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

***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.**

INTERVIEWEE (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

INACTIVE DUTY TRAINING (*Uniformed Member Only*)

1. Inactive duty that is:
 - a. Duty prescribed for an RC member by the Secretary Concerned, or
 - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
 - a. Unit training assemblies;
 - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

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

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

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

INVITATIONAL TRAVEL. See **TRAVEL, INVITATIONAL.**

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

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

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (*Uniformed Member Only*)

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized (DoDI 1315.18).
6. For USCG, See Service directives.

KEY BILLET (*Uniformed Member Only*)

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is
 - a. Joint Chiefs of Staff, USD(P&R), or
 - b. The Secretary Concerned.

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

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

LOCALITY PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, the 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

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

MISCELLANEOUS CHARGE ORDER (MCO)

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

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

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

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

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

MOBILE HOME

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
 - a. house trailer,
 - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
 - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),

3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee or the member's/employee's dependents are part of the mobile home.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

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

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

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

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

NON-TEMPORARY STORAGE (NTS)

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

OCONUS

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

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

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

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

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

ORDER

- A. General. An order:

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

B. Types of Order

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

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

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

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

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

- a. Other than economy-/coach-class transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See AO.

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

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
 - a. Is *not* covered in the locality per diem lodging ceiling, but
 - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
 - a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);
 - b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;

3. Laundry/dry-cleaning, and/or pressing of clothing when travel is to an *OCONUS location*;
4. Telegrams and telephone calls necessary to reserve lodging;
5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
6. Potable water and ice (28 Comp. Gen. 627 (1949));
7. Tax and service charges on any of the expenses in items 2.;
8. Tax and service charges for meals or any of the expenses listed in item F.; and
9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account.

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
 - a. 7 consecutive nights for a **Uniformed Member**, and up to an average of \$2 per day; or
 - b. 4 consecutive nights for a **Civilian Employee**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is *not a reimbursable expense* for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

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

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)

A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

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

PERMANENT CHANGE OF STATION (PCS)

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2146 for exceptions) for 20 or more weeks;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. Enlistment or induction into the Service (regular or during emergency); and
 - e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION.**

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.
2. Geographic Limits. The PDS geographic limits are:
 - a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.
 - b. For an invitational traveler:

- (1) The corporate limits of the city or town in which the home or principal place of business is located; or
 - (2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.
3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).
4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under JFTR, par. U2146. See JFTR, par. U2146 for examples of scheduled duration and extensions.
5. The following are PDSs for transportation and storage of HHG and mobile homes:
- a. The home of a member at the time of:
 - (1) Appointment to regular Service from civilian life or from an RC;
 - (2) Being called to active duty (including for training) for 20 or more weeks;
 - (3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - (4) Enlistment or induction into the Service (regular or during emergency); or
 - (5) Temporary disability retirement.
 - b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
 - c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
 - d. The member's home upon:
 - (1) Retirement;
 - (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - (3) Release from active duty;
 - (4) Discharge, resignation, or separation, all under honorable conditions; or

(5) Temporary disability retirement.

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

1. For an employee:

a. The corporate limits of the city or town in which stationed, or;

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

2. For an invitational traveler:

a. The corporate limits of the city or town in which the home or principal place of business is located, or

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

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

PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

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

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

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. **NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).**

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

PLACE OF PUBLIC ACCOMMODATION. See ACCOMMODATIONS, PUBLIC.

PLACE OF STORAGE. Residence or authorized storage location.

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

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

PORT OF DEBARKATION (POD)

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

PORT OF EMBARKATION (POE)

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

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

POST OF DUTY. PDS An OCONUS PDS.

POV, SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

UNIFORMED MEMBER ONLY:

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility

cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

PREMIUM-CLASS (OTHER THAN ECONOMY-/COACH-CLASS). See **ACCOMMODATIONS**.

PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER

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

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

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

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

PRIVATELY OWNED CONVEYANCE (POC)

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

PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
 - a. **CONUS**. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
 - b. **OCONUS**. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. **Leased Vehicle**. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

PRIVATIZED HOUSING

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

PROCEED TIME (*Uniformed Member Only*). A period of time that a member is authorized, by Service regulations, to delay in the execution of an order.

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

- A. **General**. PBP&E is also referred to as PRO or PRO-Gear.
- B. **Exclusions**. Excluded from PBP&E are:
 1. Commercial products for sale/resale used in conducting business,
 2. Sports equipment; and
 3. Office furniture,
 4. Household furniture,
 5. Shop fixtures,
 6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

C. **MEMBER OR EMPLOYEE**

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

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

D. MEMBER'S DEPENDENT SPOUSE

1. General
 - a. This is *not* applicable to an *employee's* dependent spouse.
 - b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.
2. The following items are PBP&E:
 - a. Reference material,
 - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
 - c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
 - d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

PROPORTIONAL MEAL RATE (PMR). The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

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

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

RENEWAL AGREEMENT TRAVEL (RAT) (*Civilian Employee Only*)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See JTR, Ch 5, Part K, for eligibility and limitations.
3. See **PERMANENT DUTY TRAVEL**.

REPEAT ORDER (**Uniformed Member Only**). See **ORDER**.

RESERVE COMPONENT. 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).

2. Commonwealth of Puerto Rico

3. American Samoa

4. Baker Island

5. Guam

6. Howland Island

7. Jarvis Island

8. Johnston Atoll

9. Kingman Reef

10. Midway Islands

11. Navassa Island

12. Palmyra Atoll

13. Virgin Islands

14. Wake Island

TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

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

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

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

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

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

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

TRANSPORTATION, POV

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

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

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

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

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

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

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

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

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

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

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

TRAVEL, INVITATIONAL

1. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

TRAVEL MANAGEMENT CENTER (TMC)

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

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

TRAVEL, OFFICIAL

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
 - a. Within/in the vicinity of a PDS;
 - b. To/from the actual residence to, from, or between PDSs; and
 - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
 - a. And delays for personal reasons/convenience,
 - b. By a circuitous route,
 - c. By transportation modes other than authorized/approved,

- d. For additional distances, or
- e. To places ICW personal business..

4. Non-official travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDER. See **ORDER**.

TRAVEL REQUEST (*Civilian Employee Only*). A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL (*Civilian Employee Only*)

1. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

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

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

UNACCOMPANIED BAGGAGE. 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: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

- a. Not be employed by the GOV'T,
- b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588. See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DoD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DoD operation or program;
- c. An individual or as part of a group, who confers on an official DoD matter with DoD officials and who performs a direct service such as providing advice or guidance to DoD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business.*** (55 Comp. Gen. 750 (1976));
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. U5242.***);
- g. An individual is authorized pre-employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part K or par. C7100; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977); 59 Comp. Gen. 461 (1980)).

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2); or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round-trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 10 USC §1036 which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function , or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combatant commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DoDD 4500.56, DoD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***;
- (d) Secretary of a Military Department, or designees, for requests from a staff member; and
- (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes GOV'T-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the GOV'T, consistent with 10 USC §1588; (5 USC § 5701(2), 5703; JTR, APP A; 55 Comp. Gen. 750 (1976)); or

*q. A Service may authorize/approve per diem and one round-trip transportation between the residence to the medical facility for a limited number of designated individuals of an ill or injured member (***not of a civilian employee***) per JFTR, par. U5246.

r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to, attendance by individual participating in an unofficial capacity for Chaplain-led programs. See par. U1008.***

s. An attendant (JFTR, par. U7961) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7960.

*t. A limited number of designated individuals attending a Yellow Ribbon Reintegration Program (DoDI 1342.28) event IAW JFTR, par. U5255.

*u. Family members attending transfer of remains per USD (P&R) memo, 6 April 2009. The Primary Next of Kin (PNOK) (DoDI 1300.18, par E2.46) and two additional family members may travel to Dover AFB, DE, to participate as official observers at the dignified transfer of remains of a deceased service member or deceased DoD civilian employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in 37 USC 411f(c) and listed in JFTR, par. U5242-A1. The Service Secretary may authorize additional family member travel on a case-by-case basis.

At the PNOK request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the PNOK to the transfer.

v. A former DoD civilian employee invited to participate in a DoD Health Surveillance Program consistent with DoDI 6055.05 Occupational and Environmental Health (OEH). A Service may authorize/ approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal GOV'T employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel authorization/order) unless the individual is:
 - a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or
 - b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986); or
 - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or
4. Contractors (APP E3).
5. Foreign military personnel, as they are not covered by the JFTR, except when traveling under the provisions authorized in JFTR, Ch 7, Parts Z1 and Z2. Even when traveling under those provisions, a travel order must be issued under individual Service Regulations.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Mode. Authorization of a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 2 and JFTR, Ch 3 (pars. A2p and q above) as appropriate to mission requirements.
3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (par. A2j).
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

*a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the (69 Comp. Gen. 38 (1989)):

(1) Travel and transportation is authorized by the head of the DoD component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DoD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DoD component concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co-curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran (10 USC §1491), may be authorized transportation or transportation reimbursement and reimbursable expenses (APP G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in JFTR/JTR, APP G for employees or members under pars. A2p and A2q may be authorized/approved.

PAGE LEFT BLANK INTENTIONALLY

APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

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

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

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

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

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|--|------|-----|-----|-----|
| | PCS | TDY | PCS | TDY |
| <p>ATM Use (Civilian Employee).</p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. <u>DoDFMR</u>, Volume 9, Chapter 3 available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p> | | | X | X |
| <p>ATM Use (Uniformed Member)</p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash, check or EFT.</p> <p>3. <u>DoDFMR</u>, Volume 9, Chapter 3 available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p> | X | X | | |
| <p>Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation costs may be authorized/ approved by the AO (JFTR, par. U3015 and JTR, par. C2302).</p> | X | X | X | X |
| <p>Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related baggage expenses incurred on official business. This includes even the first piece of accompanied baggage if there is a charge for the first piece. Charges relating to the second and subsequent bags may be reimbursed when the Service/Agency determines the expenses are necessary and in the GOV'T's interest. These expenses include:</p> <p>1. <u>Baggage Transfer</u>. NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel.</p> <p>2. <u>Baggage Storage</u> (with explanation).</p> <p>3. <u>Curbside Baggage Check-in Fee</u></p> <p>a. <u>Uniformed Member</u>. <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not</i></p> | X | X | X | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|------|-----|-----|-----|
| | PCS | TDY | PCS | TDY |
| <p><i>authorized.</i> A tip, separate from the fee itself, is reimbursable.</p> <p>b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</p> | | | | |
| <p>Baggage Handling Tips</p> <p>1. Uniformed Member</p> <p>a. Transportation Terminal. Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</p> <p>b. Lodging Establishment. Reimbursement is authorized <i>only</i> for transportation-related tips for handling <i>GOV'T property</i> at lodging establishments.</p> <p>2. Civilian Employee. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following:</p> <p>a. A traveler with a disability/special need (JTR, par. C7460-4),</p> <p>b. Handling of GOV'T property,</p> <p>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</p> <p>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.</p> | X | X | X | X |
| <p>Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.</p> | X | X | X | X |
| <p>Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).</p> | X | X | X | X |
| <p>Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i></p> | | X | | X |
| <p>Check Cashing.</p> <p>1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.</p> <p>2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.</p> | X | X | X | X |
| <p>Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.</p> | X | X | X | X |
| <p>Clerical Assistance. Reimbursable when authorized/approved by the AO.</p> | | X | | X |
| <p>Communication Services. GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.</i></p> | | X | | X |
| <p>Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.</p> | | X | | X |
| <p>Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C.</p> | X | X | X | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|--|------|-----|-----|-----|
| | PCS | TDY | PCS | TDY |
| Currency Conversion Fees | X | X | X | X |
| <p>1. <u>Reimbursable</u></p> <p>a. The fee charged ICW currency conversion, including cash conversions.</p> <p>b. The “international transaction fee” for official qualifying transactions charged by:</p> <p>(1) <u>GTCC</u>. This 1% charge is listed as a separate line item on the billing statement.</p> <p>(2) <u>Other than GTCC</u>. When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this charge on a non-GTCC billing statement is reimbursable.</p> <p>2. <u>Not Reimbursable</u>. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.</p> <p>3. <u>Exchange Rates</u>. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.</p> <p>4. <u>Supplemental Vouchers</u>. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.</p> | | | | |
| <p>*Conveyance, Government. <i>When a GOV'T conveyance is authorized,</i> reimbursement is authorized for allowable expenses incurred in operating the GOV'T conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When GOV'T supplies or facilities are not available, examples of allowable expenses are:</p> <p>1. Gasoline and oil;</p> <p>2. Parking fees;</p> <p>3. Repairs;</p> <p>4. Ferry fares;</p> <p>5. Bridge, road or tunnel tolls;</p> <p>6. trip insurance for travel in foreign countries (APP G, Insurance, Driving-Related);</p> <p>7. Guards; and</p> <p>8. Storage fees.</p> | | X | | X |
| <p>Disease Prevention Measures. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.</p> | X | X | X | X |
| <p>Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.</p> | | X | | X |
| <p>Energy Surcharge Fees</p> | X | X | X | X |
| <p>Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p> | | | | |
| <p>GTCC</p> <p>1. <u>Late Payment Delinquent Fees</u>. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements.</p> <p>2. <u>Expedited Delivery</u>. Reimbursable when authorized/approved by the AO.</p> | | X | | X |
| <p>Guide Services. Reimbursable when authorized/approved by the AO.</p> | | X | | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|------|-----|-----|-----|
| | PCS | TDY | PCS | TDY |
| Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car. | | X | | X |
| Interpreter Services. Reimbursable when authorized/approved by the AO. | | X | | X |
| Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY or PCS travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging. 2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel. | | | X | X |
| Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16). 2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel. | | X | | |
| Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services. | | | | |
| License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. http://travel.state.gov/travel/tips/safety/safety_1179.html for information on driving abroad. 4. <i>This reimbursement applies only to a member/employee but not dependents.</i> | X | X | X | X |
| Lodging, Dual. Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F. | | X | | X |
| Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience. | | X | | X |
| Lodging, Mandatory Fees/Charges. Separately reimbursable, in addition to room rate, when the expense is: a. not optional; and b. approved by the AO. Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.' | | | X | X |
| Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C). | | X | | |
| Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A). | X | X | X | X |

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

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|------|-----|-----|-----|
| | PCS | TDY | PCS | TDY |
| <p>c. Civilian Employee. Reimbursement authority is for an employee who is:</p> <ul style="list-style-type: none"> (1) A U.S. citizen (NOTE: An eligible dependent does not have to be a US citizen.) (2) Hired locally or transported to a foreign OCONUS area at GOV'T expense, (3) Serving under a service or renewal agreement, and (4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or (5) Emergency Technical Support Personnel. Item 5 below. <p>d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <ul style="list-style-type: none"> (1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area. <p>2. Acquired Dependent (Uniformed Member Only). A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. Visa, Green card, and Photograph Fee for OCONUS Travel. These fees are reimbursable ICW official travel.</p> <p>7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are not reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. Passport Fees. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. http://www.state.gov/travelandbusiness/. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. Order for Visas and Physical Examinations. A order should be issued to authorize/approve (JFTR, par. U2115 and JTR,</p> | | | | |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|------|-----|-----|-----|
| | PCS | TDY | PCS | TDY |
| APP I2) travel and transportation at GOV'T expense to: a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. 12. <u>Travel Not Required</u> . Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail). | | | | |
| Personal Expenses. <i>Personal expenses are NOT reimbursable.</i> These include batteries, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. | | | | |
| Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT. | X | | X | |
| Phone Calls (Official) 1. The AO: a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). 2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business. | | X | | X |
| Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services. | | | | |
| Prepaid Phone Cards/Cell Phones. See Communication Services. | | | | |
| Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable. | X | X | X | X |
| Privately Owned Conveyance (POC) Use on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable: 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie-down fees. | | X | | X |
| Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is NOT a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is <i>statutorily prohibited</i> by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008. | | | | |
| Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b. | | X | | X |
| Rental Car Reimbursable Expenses. See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses <i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</i> | | X | | X |
| Reports/Correspondence Preparation Services (incl. associated necessary equipment). Services of typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. Mission-related expenses. | | X | | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|------|-----|-----|-----|
| | PCS | TDY | PCS | TDY |
| Resort Fees. Resort fees, <i>that are mandatory</i> , are authorized. | X | X | X | X |
| Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place. | | X | | X |
| <p>Service and Processing Fees.</p> <p>1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:</p> <ul style="list-style-type: none"> a. Through a CTO/TMC, and b. When a CTO/TMC is not available. <p>2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.</p> | X | X | X | X |
| <p>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</p> <p>NOTE: <i>Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</i></p> <p>1. Restrictions. Reimbursement for the purchase of any items listed below is not authorized.</p> <p>2. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.</p> <p>3. Reimbursable Expenses. <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i></p> <ul style="list-style-type: none"> a. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized. b. Rental cost, tax and local assessments on rental vehicle users. c. Necessary gas and oil. d. Aircraft landing and tie-down fees. e. Transportation to and from the rental facility, public transit systems, and taxi fares. f. Parking; ferry fares; bridge, road and tunnel tolls; g. Traveler access fee (when charged); h. Garage, hangar, or boathouse rental. i. Operator's subsistence. j. Optional extra collision hull insurance for rental aircraft. k. Mandatory rental car insurance coverage required in foreign countries. l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use. n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business. o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. B-204486, 19 January 1982 (http://redbook.gao.gov/15/f10072480.php). | | X | | X |

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

PAGE LEFT BLANK INTENTIONALLY

APPENDIX I

PART 1: DELEGATION OF AUTHORITY

NOTE: Only the officials listed in par. C2204-B may authorize/approve premium-class air accommodations.

A. Who May Issue a Travel Order ([FTR §301-71.104](#))

1. General

- a. The Departments of the Army, Navy and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables.
- b. Within a DoD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel order is as delegated by the Component Head.
- c. One AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data.
- d. Specific travel order-issuing conditions are indicated in the following tables.
- e. Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating a travel order.
- f. See Ch 4, Part C for AEA information.

2. Army Delegation of Authority

| DEPARTMENT OF THE ARMY “X” indicates travel order issuance delegation | | | |
|--|--------------------------|-------------------|---------------------------------------|
| Authorizing and Approving Official | TDY Travel 1/ | PDT 5/ | Invitational Travel 1/, 6/ |
| Secretary of the Army | X | X | X |
| Administrative Assistant to the Secretary of the Army | X 3/ | X 3/ | X 3/ |
| Chief of Staff | X 2/ | X | X |
| Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command, Regional Commander, and Commander of an Installation, Activity, and Field Operating Agency | X 2/, 4/, 7/ | X | X |
| Commander or Head of an Installation, Activity, and Field Operating Agency | X 4/, 7/ | X | X |
| National Guard Adjutants General of the Respective States | X 4/ | X | X 4/ |

1/ Issuance is subject to the provisions of AR 600-8-10, “Leaves and Passes.”

2/ This official may re-delegate authority to a subordinate installation commander or activity and field operating agency for TDY travel order issuance for travel to, from, and between OCONUS areas when AR 600-8-10 does not require issuance of a travel order by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior authority from the Chief, National Guard Bureau is required prior to a blanket TDY travel order issuance. ***NOTE: A blanket travel order is not used in DTS.***

5/ For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill a position. This official may re-delegate authority to issue a PDT travel order. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning an employee to an OCONUS PDS. This official may re-delegate authority to issue a PDT order. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the travel order.

6/ Responsibility for a PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which at least one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

7/ TDY over 180 days may be authorized/approved at no lower than 2-star level/equivalent.

3. Navy Delegation of Authority

| DEPARTMENT OF THE NAVY | | | | |
|---|---------------------------------|---|---|-----------------------------------|
| “X” indicates travel order issuance delegation | | | | |
| Authorizing and Approving Official | *TDY Travel | PDT 3/ | | Invitational Travel 1/, 2/ |
| | *Trip And Blanket 1/, 2/ | OCONUS Involving Employment Agreements | Other Including First Duty Station Travel Within CONUS | |
| Secretary of the Navy | X | X | X | X |
| Under Secretary of the Navy | X | X | X | X |
| Deputy Under Secretary for Manpower | X | X | X | X |
| Assistant Secretaries of the Navy | X | X | X | X |
| Special Assistant to the Secretary of the Navy | X | X | X | X |
| Commandant, Assistant Commandant, and Director, USMC Staff | X | X | X | X |
| Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department | X | X | X | X |
| Auditor General of the Navy and Director, Naval Audit Service | X | X | X | X |
| Director, each Naval Audit Service Regions | X | | | |
| Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) | X | X | X | |
| Commander and Vice Commander of Naval Systems Command HQs | X | X | X | |
| Commander, Deputy Commander and Chief of Staff, Military Sealift Command | X | X | X | X |
| Director, Defense Printing Service | X | X | X | |
| Director, Naval Training Aids Center | X | | | |
| Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters | X | X | X | X |
| Chairman, Armed Services Board of Contract Appeals | X | X | X | |
| Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy | X | X | X | X |
| Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff | | X | | |
| Director of Civilian Personnel and Industrial Relations Officer | | X | X | |
| Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative | X | X | X | X |
| Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic | | X | | |
| Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters | | X | X | |

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Chapter 16 for duty involving access to classified material.

2/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an order “by direction.” Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official, an official “acting” is authorized to sign the service agreement or travel order as “acting.”

4. Air Force Delegation of Authority

| DEPARTMENT OF THE AIR FORCE "X" indicates travel order issuance delegation | | | |
|---|--------------------|------|---------------------------|
| Authorizing and Approving Official | TDY Travel 1/9/ | PDT | Invitational Travel 9/ |
| Secretary of the Air Force | X 3/ | X 6/ | X |
| Chief of Staff, U.S. Air Force | X 4/ | X 6/ | X |
| Commander, Major Air Command/FOA/DRU | X 5/ | X 6/ | X |
| Commander, Intermediate Echelon | X 2/, 5/ | X 6/ | X 7/ |
| Commander, Activity, Wing, Group, or Squadron | X 2/, 5/ | X 6/ | X 7/ |
| Commander, North American Air Defense Command | X | X 6/ | X |
| National Guard Adjutants General of the respective State | X 8/ | X 8/ | X |

1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

2/ Prior authorization by the major air command concerned is required for TDY assignments in excess of 179 days. Authority may be re-delegated to lower echelons if desired.

3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. ***NOTE: A blanket travel order is not used in DTS.***

4/ Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. ***NOTE: A blanket travel order is not used in DTS.***

5/ Prior authorization by the major command concerned is required to issue a blanket TDY travel order. However, authority may be re-delegated to lower echelons if desired. A blanket travel order may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. ***NOTE: A blanket travel order is not used in DTS.***

6/ Responsibility for PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

7/ When delegated by the responsible major air command.

8/ Authority for travel order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

9/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such order "by direction." Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

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> |
|--|---------------------------|-----------------------------|----------------|-------------|
| All OCONUS Duty Stations Not Listed Below | 36 | 24 | | |
| Afghanistan | | | | |
| Kabul (Personnel assigned to SAO) | N/A | 12 | 08-10-07 | 11 |
| Alaska (except as indicated) | 36 | 36 | | 1 |
| 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 | | |
| Albania | | | | |
| Tirana | 24 | 12 | | |
| Algeria | 24 | 12 | 12-07-04 | |
| American Samoa | N/A | 12 | | |
| Argentina | 36 | 24 | | |
| Armenia | | | | |
| Yerevan (Personnel assigned to ODC) | 24 | 18 | 07-06-06 | 10 |
| Aruba | 24 | 18 | | |
| Australia (except as indicated) | 36 | 24 | | |
| Exmouth | 24 | 24 | | |
| Learmonth | 24 | 15 | | |
| Woomera | 24 | 15 | | |
| Austria | 36 | 24 | | |
| Azerbaijan | | | | |
| Baku (Personnel assigned to ODC) | 24 | 18 | 07-06-06 | 10 |
| Azores (See Portugal) | | | | |
| Bahamas | | | | |
| Andros Island | 24 | 24 | | |
| Bahrain | 24 | 12 | | 14 |
| Bangladesh | 24 | 18 | | |
| Belgium (except as indicated) | 36 | 24 | | |
| Bertrix | N/A | 12 | | |
| Belize | 24 | 18 | 09-17-04 | |

| Country or Area | Accompanied Tour (Months) | Unaccompanied Tour (Months) | Effective Date | <i>NOTE</i> |
|--|---------------------------------|-----------------------------------|-------------------|-------------|
| Benin | 24 | 12 | | |
| Bermuda | 36 | 24 | | |
| Bolivia | 24 | 18 | | |
| Bosnia-Herzegovina | | | | |
| Banja Luka | 24 | 18 | 06-30-08 | 15 |
| Sarajevo (Personnel assigned to ODC) | 24 | 18 | 07-06-06 | 10 |
| Botswana | 24 | 12 | | |
| Brazil | 36 | 24 | | |
| British Indian Ocean Territory | | | | |
| Diego Garcia Island | N/A | 12 | | |
| Bulgaria | | | | |
| Sofia | 24 | 12 | | |
| Burkina Faso | 24 | 12 | | |
| Cambodia (except as indicated) | N/A | 12 | | |
| Phnom Penh (Personnel assigned to NAMRU-2) | 24 | 12 | 06-21-10 | |
| Canada (except as indicated) | 36 | 24 | | |
| Newfoundland and Labrador | 24 | 12 | | |
| Argentia | 24 | 12 | | |
| Goose Bay | 24 | 12 | | |
| Chad | 24 | 12 | 05-02-08 | 12 |
| Chile | 36 | 24 | | |
| Columbia | 24 | 18 | | |
| Commonwealth of the N. Mariana Islands (incl. Saipan) | 24 | 12 | | |
| Costa Rica | 36 | 24 | | |
| Crete (See Greece) | | | | |
| Croatia | | | | |
| Zagreb | 24 | 12 | | |
| Cuba | | | | |
| Guantanamo Bay | 30 | 18 | 04-05-07 | 2 |
| JTF-GTMO | 24 | 12 | 04-05-07 | 2 |
| Marine Barracks | 24 | 12 | | |
| Curacao (See Netherlands Antilles) | | | | |
| Cyprus (except as indicated) | 24 | 18 | | |
| Akrotiri | 24 | 12 | | |
| Czech Republic | | | | |
| Prague | 36 | 24 | | |
| Democratic Republic of Congo (formerly Zaire) | 24 | 12 | | |
| Denmark (except as indicated) | 36 | 24 | | |
| Kalaallit Nunaat (formerly Greenland) | N/A | 12 | | |
| Diego Garcia (See British Indian Ocean Territory) | | | | |
| Djibouti | | | | |
| Djibouti City (Personnel assigned to SAO) | 24 | 12 | 04-11-07 | 11 |
| Dominican Republic | 36 | 24 | | |
| Ecuador | 36 | 18 | | |
| Manta | N/A | 12 | | |
| Egypt (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 | | |
| El Salvador | N/A | 12 | | |
| Personnel assigned to SAO | 24 | 18 | | |
| England (See United Kingdom) | | | | |
| Eritrea | 24 | 12 | | |
| Estonia | | | | |
| Tallinn | 24 | 24 | | |
| Ethiopia | | | | |
| Addis Ababa (Personnel assigned to SAO) | 24 | 12 | 04-11-07 | 11 |
| France | 36 | 24 | | |
| Georgia | | | | |
| Tbilisi | 24 | 18 | | |
| Germany (except as indicated) | 36 | 24 | | |
| Donaueschingen | 24 | 12 | | |
| Geilenkirchen | 36 | 36 | | |
| Ghana | | | | |
| Accra (Personnel assigned to ODC) | 24 | 18 | 03-19-07 | 11 |
| Gibraltar | 36 | 24 | | |
| Greece (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 | | |
| Greenland (See Denmark) | | | | |
| Guam | 36 | 24 | 10-12-04 | |
| Guatemala | 36 | 24 | | |
| Guyana | 24 | 18 | | |
| Haiti | | | | |
| Port au Prince (Personnel assigned to ODC) | 24 | 12 | 11-20-07 | 11 |
| Hawai'i (except as indicated) | 36 | 36 | | 1 |
| Kauai | 30 | 18 | | |
| Pohakuloa Training Area | 24 | 18 | | |
| Honduras (except as indicated) | 24 | 18 | | |
| Soto Cano AB | N/A | 12 | | |
| Hong Kong | 36 | 24 | | |
| Hungary | | | | |
| Budapest | 36 | 24 | | |
| Papa | 24 | 15 | 11-25-08 | |

| Country or Area | Accompanied Tour (Months) | Unaccompanied Tour (Months) | Effective Date | <i>NOTE</i> |
|---|---------------------------------|-----------------------------------|-------------------|-------------|
| Iceland (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 | | |
| India | 24 | 12 | | |
| Indonesia | 24 | 12 | | |
| Ireland | 36 | 24 | | |
| Israel | 24 | 12 | | |
| Italy (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 | | |
| Jamaica | 24 | 12 | | |
| Japan (except as indicated) | 36 | 24 | | 3 |
| 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 | |
| Johnston Atoll | N/A | 12 | | |
| Jordan (except as indicated) | 24 | 12 | | |
| Amman | 24 | 18 | | |
| Kalaallit Nunaat (See Denmark) | | | | |
| Kazakhstan | | | | |
| Astana (Personnel assigned to SAO) | 24 | 12 | 08-10-07 | 11 |
| Kenya (except as indicated) | 24 | 12 | | |
| Nairobi | 24 | 18 | | |

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

| Country or Area | Accompanied Tour (Months) | Unaccompanied Tour (Months) | Effective Date | <i>NOTE</i> |
|--|---------------------------------|-----------------------------------|-------------------|-------------|
| Lima MAAG | 30 | 18 | | |
| Philippines (except as indicated) | N/A | 12 | | |
| Metropolitan Manila | 24 | 18 | | |
| Poland | | | | |
| Bydgoszcz | 24 | 24 | 10-21-05 | |
| Sczcecin | 24 | 24 | 10-21-05 | |
| Warsaw | 36 | 24 | | |
| Portugal (except as indicated) | 36 | 24 | | |
| Azores Islands | 24 | 15 | | |
| Puerto Rico (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 | | |
| Qatar | 24 | 12 | | |
| Romania | | | | |
| Bucharest | 24 | 24 | | |
| Russia | | | | |
| Moscow (Personnel assigned to DAO) | 24 | 24 | 02-15-07 | 11 |
| Saint Helena (Ascension Island) | 24 | 12 | | |
| Saipan (See Commonwealth of the N. Mariana Islands) | | | | |
| Sardinia (See Italy) | | | | |
| Saudi Arabia (except as indicated) | 24 | 12 | | 8 |
| Eskan Village, Riyadh | 24 | 12 | 07-18-08 | 13 |
| Scotland (See United Kingdom) | | | | |
| Senegal | | | | |
| Dakar (Personnel assigned to ODC) | 24 | 24 | 03-21-07 | 11 |
| Serbia | | | | |
| Belgrade (Personnel assigned to ODC & BAO) | 24 | 24 | 06-11-07 | 11 |
| Seychelles | 24 | 12 | | |
| Sicily (See Italy) | | | | |
| Singapore | 36 | 24 | | |
| Slovakia | | | | |
| Bratislava | 36 | 24 | | |
| Slovenia | | | | |
| Ljubljana | 24 | 12 | | |
| Spain (except as indicated) | 36 | 24 | | |
| Adamuz | N/A | 12 | | |
| 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 | | |
| Santiago | N/A | 18 | | |

| Country or Area | Accompanied Tour (Months) | Unaccompanied Tour (Months) | Effective Date | <i>NOTE</i> |
|---|---------------------------------|-----------------------------------|-------------------|-------------|
| Sonseca | 24 | 15 | | |
| Villatobas | 30 | 18 | | |
| Sudan | 24 | 12 | | |
| Suriname | 24 | 18 | | |
| Sweden | | | | |
| Stockholm | 36 | 24 | | |
| Tajikistan | 24 | 12 | | |
| Thailand (except as indicated) | 24 | 18 | | |
| Bangkok | 36 | 24 | | |
| Tunisia | 24 | 18 | | |
| Turkey (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 | | |
| Turkmenistan | 24 | 12 | | |
| Ukraine | | | | |
| Kiev | 24 | 12 | | |
| United Arab Emirates | 24 | 12 | | |
| United Kingdom (except as indicated) | 36 | 24 | | 3 |
| RAF Fylingdales | 24 | 18 | | |
| RAF Machrihanish (Scotland) | 24 | 18 | | |
| Uruguay | 36 | 24 | | |
| Uzbekistan | 24 | 12 | | |
| Venezuela | 24 | 18 | | |
| Vietnam | 24 | 12 | 12-01-03 | |
| Virgin Islands | 36 | 24 | | |
| Wake Island | N/A | 12 | | |
| Wales (See United Kingdom) | | | | |
| West Indies | | | | |
| Anguilla | 24 | 18 | | |
| Antigua | 24 | 12 | | |
| Barbados | 36 | 24 | | |
| St. Lucia | N/A | 12 | | |
| Yemen, Republic of | 36 | 24 | 06-30-08 | 15 |
| 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. With a Secretarial OHA waiver, a member in a non-Key Billet accompanied tour receives OHA for the location at which the family lives in Korea.
 6. A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
 7. For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
 8. Due to threat levels, dependents are not currently authorized at this location.
 9. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
 10. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
 11. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."
- Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.
- Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.
12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

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

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

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

PAGE LEFT BLANK INTENTIONALLY

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

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

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

E. Authorized FEML Locations/Destinations

| Authorized FEML Location | COCOM | Authorized Destination | Re-certification Due Date |
|---------------------------|----------|------------------------|---------------------------|
| Albania, Tirana | EUCOM | Baltimore | 28 Sep 2012 |
| Algeria, Algiers | AFRICOM | Dulles | 27 May 2012 |
| Angola, Luanda | AFRICOM | Dulles | 27 May 2012 |
| Argentina, Buenos Aires | SOUTHCOM | Miami | 8 Nov 2011 |
| 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 | 31 Jul 2010 |
| Bangladesh, Dhaka | PACOM | Honolulu | 15 Feb 2013 |
| Barbados, Bridgetown | SOUTHCOM | Miami | 8 Nov 2011 |
| Belarus, Minsk | EUCOM | Baltimore | 31 Jul 2009 |
| Belize, Belmopan | SOUTHCOM | Miami | 8 Nov 2011 |
| Bolivia, La Paz | SOUTHCOM | Miami | 8 Nov 2011 |
| Bosnia, Sarajevo | EUCOM | Baltimore | 31 Oct 2011 |
| Botswana, Gaborone | AFRICOM | Dulles | 27 May 2012 |
| Brazil | | | |
| Brasilia | SOUTHCOM | Miami | 8 Nov 2011 |
| Rio de Janeiro | SOUTHCOM | Miami | 8 Nov 2011 |
| Sao Paulo | SOUTHCOM | Miami | 8 Nov 2011 |
| Bulgaria, Sofia | EUCOM | Baltimore | 28 Sep 2012 |
| Burma (See Myanmar) | | | |
| Burundi, Bujumbura | AFRICOM | Dulles | 27 May 2012 |
| Cambodia, Phnom Penh | PACOM | Honolulu | 15 Feb 2013 |

| Authorized FEML Location | COCOM | Authorized Destination | Re-certification Due Date |
|--|----------|------------------------|---------------------------|
| Cameroon, Yaoundé | AFRICOM | Dulles | 27 May 2012 |
| Chad, N'djamena | AFRICOM | Dulles | 27 May 2012 |
| Chile, Santiago | SOUTHCOM | Miami | 8 Nov 2011 |
| China, Beijing | PACOM | Honolulu | 15 Feb 2013 |
| Colombia, Bogota | SOUTHCOM | Miami | 8 Nov 2011 |
| Costa Rica, San Jose | SOUTHCOM | Miami | 8 Nov 2011 |
| Cote D'Ivoire, (formerly Ivory Coast), Abidjan | AFRICOM | Dulles | 27 May 2012 |
| Croatia, Zagreb | EUCOM | Baltimore | 28 Sep 2012 |
| Cuba | | | |
| Guantanamo Bay | SOUTHCOM | Jacksonville | 8 Nov 2011 |
| Havana (for USCG uniformed members only) | USCG | Miami | 31 Jan 2012 |
| Cyprus, Nicosia | EUCOM | Baltimore | 31 Oct 2011 |
| Democratic Republic of Congo, Kinshasa | AFRICOM | Dulles | 27 May 2012 |
| *Djibouti | *AFRICOM | Baltimore | *17 Apr 2013 |
| Dominican Republic, Santo Domingo | SOUTHCOM | Miami | 8 Nov 2011 |
| Ecuador, Quito | SOUTHCOM | Miami | 8 Nov 2011 |
| Egypt, Cairo | CENTCOM | Baltimore | 31 Jul 2010 |
| El Salvador, San Salvador | SOUTHCOM | Miami | 8 Nov 2011 |
| 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 | Dulles | 27 May 2012 |
| Georgia, Tbilisi | EUCOM | Baltimore | 28 Sep 2012 |
| Ghana, Accra | AFRICOM | Dulles | 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 | 8 Nov 2011 |
| Guinea, Conakry | AFRICOM | Dulles | 27 May 2012 |
| Guyana, Georgetown | SOUTHCOM | Miami | 8 Nov 2011 |
| Haiti, Port au Prince | SOUTHCOM | Miami | 8 Nov 2011 |
| Honduras, Tegucigalpa | SOUTHCOM | Miami | 8 Nov 2011 |
| Hong Kong | PACOM | Los Angeles | 15 Feb 2013 |
| India, New Delhi | PACOM | Honolulu | 15 Feb 2013 |
| Indonesia, Jakarta | PACOM | Honolulu | 15 Feb 2013 |
| Israel, Tel Aviv | EUCOM | Baltimore | 28 Sep 2012 |
| Ivory Coast (See Cote D'Ivoire) | | | |
| Jamaica, Kingston | SOUTHCOM | Miami | 8 Nov 2011 |
| Jordan, Amman | CENTCOM | Baltimore | 31 Jul 2010 |
| Kazakhstan, Astana | CENTCOM | Baltimore | 31 Jul 2010 |
| *Kenya, Nairobi | *AFRICOM | Baltimore | *17 Apr 2013 |

| Authorized FEML Location | COCOM | Authorized Destination | Re-certification Due Date |
|--|---------------|------------------------|---------------------------|
| Kosovo, Pristina (eff 29 Sep 2010) | EUCOM | Baltimore | 28 Sep 2012 |
| Kuwait | CENTCOM | Baltimore | 31 Jul 2010 |
| Kyrgyzstan, Bishkek | CENTCOM | Baltimore | 31 Jul 2010 |
| Laos, Vientiane | Joint POW/MIA | Honolulu | 31 Oct 2006 |
| Latvia, Riga | EUCOM | Baltimore | 31 Oct 2011 |
| Lebanon, Beirut | CENTCOM | Baltimore | 31 Jul 2010 |
| Liberia, Monrovia (eff 12 Sep 2008) | AFRICOM | Baltimore | 27 May 2012 |
| Libya, Tripoli | AFRICOM | Dulles | 27 May 2012 |
| Lithuania, Vilnius | EUCOM | Baltimore | 31 Oct 2011 |
| Macedonia, The Former Yugoslavia Republic of, Skopje | EUCOM | Baltimore | 31 Oct 2011 |
| Madagascar, Antananarivo | AFRICOM | Dulles | 27 May 2012 |
| Malaysia, Kuala Lumpur | PACOM | Sydney | 15 Feb 2013 |
| Mali, Bamako | AFRICOM | Dulles | 27 May 2012 |
| Malta, Valletta (eff 29 Sep 2010) | EUCOM | Baltimore | 28 Sep 2012 |
| Mauritania, Nouakchott | AFRICOM | Dulles | 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 | Dulles | 27 May 2012 |
| Mozambique, Maputo | AFRICOM | Dulles | 27 May 2012 |
| Myanmar, Rangoon | PACOM | Honolulu | 15 Feb 2013 |
| Namibia, Windhoek | AFRICOM | Dulles | 27 May 2012 |
| Nepal, Katmandu | PACOM | Honolulu | 15 Feb 2013 |
| Nicaragua, Managua | SOUTHCOM | Miami | 8 Nov 2011 |
| Niger, Niamey | AFRICOM | Dulles | 27 May 2012 |
| Nigeria | | | |
| Abuja | AFRICOM | Dulles | 27 May 2012 |
| Lagos | AFRICOM | Baltimore | 28 Feb 2010 |
| Oman, Muscat | CENTCOM | Baltimore | 31 Jul 2010 |
| Pakistan, Islamabad | CENTCOM | Baltimore | 31 Jul 2010 |
| Panama, Panama City | SOUTHCOM | Miami | 8 Nov 2011 |
| Paraguay, Asuncion | SOUTHCOM | Miami | 8 Nov 2011 |
| Peru, Lima | SOUTHCOM | Miami | 8 Nov 2011 |
| Philippines, Manila | PACOM | Honolulu | 15 Feb 2013 |
| Poland, Warsaw | EUCOM | Baltimore | 28 Sep 2012 |
| Qatar, Doha | CENTCOM | Baltimore | 31 Jul 2010 |
| Romania, Bucharest | EUCOM | Baltimore | 31 Oct 2011 |
| Russia, Moscow | EUCOM | Baltimore | 31 Oct 2011 |
| Rwanda, Kigali | AFRICOM | Dulles | 27 May 2012 |
| Saudi Arabia | | | |
| Dhahran | CENTCOM | Baltimore | 31 Jul 2010 |

| Authorized FEML Location | COCOM | Authorized Destination | Re-certification Due Date |
|--|----------|------------------------|---------------------------|
| Jeddah | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Jubail | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Khamis | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| King Khalid Military City | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Riyadh | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Tabuk | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Taif | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Senegal, Dakar | AFRICOM | Frankfurt | 27 May 2012 |
| Serbia, Belgrade | EUCOM | Baltimore | 28 Sep 2012 |
| *Sierra Leon, Freetown (eff 18 Apr 2011) | *AFRICOM | * Dulles | *17 Apr 2013 |
| Singapore | PACOM | Honolulu | 15 Feb 2013 |
| South Africa, Pretoria | AFRICOM | Dulles | 27 May 2012 |
| Sri Lanka, Colombo | PACOM | *Honolulu | 15 Feb 2013 |
| *Sudan, Khartoum (eff 18 April 2011) | *AFRICOM | *Dulles | *17 Apr 2013 |
| Suriname, Paramaribo | SOUTHCOM | Miami | 8 Nov 2011 |
| Syria, Damascus | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Taiwan, Taipei | PACOM | Sydney | 15 Feb 2013 |
| Tajikistan, Dushanbe | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Tanzania, Dar Es Salaam | AFRICOM | Baltimore | 27 May 2012 |
| Thailand, JUSMAGTHAI (eff 21 Jan 2009) | | | |
| Bangkok | PACOM | Honolulu | 15 Feb 2013 |
| Chiang Mai | PACOM | Honolulu | 15 Feb 2013 |
| Trinidad and Tobago, Port of Spain | SOUTHCOM | Miami | 8 Nov 2011 |
| Tunisia, Tunis | AFRICOM | Dulles | 27 May 2012 |
| Turkey, Ankara | UCOM | Baltimore | 31 Oct 2011 |
| Turkmenistan, Ashgabat | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Uganda, Kampala | AFRICOM | Dulles | 27 May 2012 |
| Ukraine, Kiev | EUCOM | Baltimore | 31 Oct 2011 |
| United Arab Emirates, Abu Dhabi | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Uruguay, Montevideo | SOUTHCOM | Miami | 8 Nov 2011 |
| Uzbekistan, Tashkent | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Venezuela, Caracas | SOUTHCOM | Miami | 8 Nov 2011 |
| Vietnam, Hanoi | PACOM | Honolulu | 15 Feb 2013 |
| Yemen, Sanaa | CENTCOM | Baltimore | <i>31 Jul 2010</i> |
| Zambia, Lusaka | AFRICOM | Dulles | 27 May 2012 |
| Zimbabwe, Harare | AFRICOM | Dulles | 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.