

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)****CHANGE 552****1 OCTOBER 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 October 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 and Brief of Revisions. This change includes all material and revisions written in the following CAP Items:

**CAP 62-11(E)** -- Per Diem at the PDS. Adds CBCA decision as a reference indicating that per diem ICW transportation delays at the PDS may be paid in certain extremely limited circumstances after returning to the PDS vicinity from the TDY location. Affects par. C4552-C2c.

**CAP 77-11(I)** -- Duplicate Payment Rewrite. Standardizes format and corrects verbiage. Affects par. C1001-D.

**CAP 78-11(I)** -- NTS of HHG. Clarifies allowable NTS costs. Affects par. C5195-A7, and APP A.

**CAP 80-11(I)** -- USSOUTHCOM FEML. Recertification of 27 FEML locations with an effective date of 16 June 2011. Affects APP S.

**CAP 82-11(I)** -- Hyperlink Maintenance throughout Chapter 1. Performs routine maintenance throughout Chapter 1 with emphasis on hyperlinks to all outside publications. Affects pars. C1001-A6, C1001-B3, C1002, C1003, C1004-C, C1005, C1010-B, C1055-A1, C1055-B2, C1058, C1058, NOTE 1, C1100-B2, C1100, NOTE, C1101-A, C1101-B, C1101-C, C1101-D, C1101-E, C1101-F, C1101-G, C1101-H, C1101-I, C1101-K, C1200-D, C1300, and C1305.

**CAP 83-11(I)** -- Hyperlink Maintenance Throughout Chapter 2. Performs routine maintenance throughout Chapter 2 with emphasis on hyperlinks to all outside publications. Affects pars. C2002, C2102-B1, C2102-B1c, C2150-3, C2150-8, C2159, C2159-B, C2159-C, C2165, C2198-A3, C2200-G, C2200-J, NOTE 1, C2203-B2b, C2204-B2c, Table, C2204-B3, C2204-B3g, C2204-B4g, C2204-B4j, C2204-C, NOTE 1, C2204-C, NOTE 2, C2204-C1, C2204-C1b(4), C2204-C2e, C2204-C5, C2205-E, C2205-F1, C2208-C2, C2208-E, C2210, C2210-A, C2210-A3, C2210-B, C2210-C, C2210-D, C2215-A, and C2500-A2a.

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**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**

**CHANGE 552**

**1 OCTOBER 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.

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<b>Chapter 1</b>														
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Part A	552	551	547	547	547	547	541	541	541	541	541	541	540	538
Part B	552	551	550	548	548	541	541	541	541	541	541	541	534	534
Part C	552	551	542	542	542	542	542	542	542	542	542	517	517	517
Part D	552	540	540	540	540	540	540	540	540	540	540	540	540	536
Part E	552	551	541	541	541	541	541	541	541	541	541	541	523	523
<b>Chapter 2</b>														
TOC	552	548	548	548	548	544	544	544	544	543	542	541	540	532
Part A	552	549	549	549	546	546	546	542	542	542	542	541	540	534
Part B	548	548	548	548	548	542	542	542	542	542	542	525	525	525
Part C	552	551	543	543	543	543	543	543	543	543	541	541	539	539
Part D1	552	532	532	532	532	532	532	532	532	532	532	532	532	532
Part D2	552	543	543	543	543	543	543	543	543	543	521	521	521	521
Part D3	542	542	542	542	542	542	542	542	542	542	542	530	530	530
Part D4	552	546	546	546	546	546	546	544	544	543	542	541	534	534
Part E1	552	543	543	543	543	543	543	543	543	543	542	540	540	518
Part E2	552	549	549	549	546	546	546	542	542	542	542	540	540	534
Part E3	552	550	550	549	546	546	546	540	540	540	540	540	540	534
Part E4	552	546	546	546	546	546	546	518	518	518	518	518	518	518
Part E5	552	546	546	546	546	546	546	545	540	540	540	540	540	532
Part E6	552	540	540	540	540	540	540	540	540	540	540	540	540	518
Part E7	552	546	546	546	546	546	546	543	543	543	532	532	532	532
Part F	518	518	518	518	518	518	518	518	518	518	518	518	518	518
Part G	547	547	547	547	547	547	545	545	541	541	541	541	531	531
Part H	550	550	550	546	546	546	546	532	532	532	532	532	532	532
Part I	552	549	549	549	544	544	544	544	544	543	540	540	540	532
Part J	518	518	518	518	518	518	518	518	518	518	518	518	518	518
<b>Chapter 4</b>														
TOC	546	546	546	546	546	546	546	544	544	542	542	541	534	534
Part A	551	551	548	548	548	544	544	544	544	542	542	537	537	537
Part B	552	551	550	548	548	547	546	545	544	543	542	541	540	538
Part C	548	548	548	548	548	546	546	542	542	542	542	532	532	532
Part D	543	543	543	543	543	543	543	543	543	543	542	530	530	530
Part E	546	546	546	546	546	546	546	544	544	542	542	532	532	532
Part F	546	546	546	546	546	546	546	541	541	541	541	541	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	542	542	542	542	534	534	534

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Part I	550	550	550	542	542	542	542	542	542	542	542	530	530	530
<b>Chapter 5</b>														
TOC	545	545	545	545	545	545	545	545	544	542	542	541	540	535
Part A	551	551	533	533	533	533	533	533	533	533	533	533	533	533
Part B	551	551	550	546	546	546	546	545	543	543	542	541	537	537
Part C1	543	543	543	543	543	543	543	543	543	543	543	530	530	530
Part C2	550	550	550	532	532	532	532	532	532	532	532	532	532	532
Part C3	548	548	548	548	548	546	546	526	526	526	526	526	526	526
Part C4	546	546	546	546	546	546	546	543	543	543	542	530	530	530
Part C5	546	546	546	546	546	546	546	544	544	542	542	540	540	517
Part D1	551	551	550	544	544	544	544	544	544	541	541	541	540	537
Part D2	551	551	550	541	541	541	541	541	541	541	541	541	537	537
Part D3	551	551	544	544	544	544	544	544	544	541	541	541	534	534
Part D4	552	551	541	541	541	541	541	541	541	541	541	541	540	535
Part E1	551	551	519	519	519	519	519	519	519	519	519	519	519	519
Part E2	551	551	550	545	545	545	545	545	541	541	541	541	534	534
Part E3	551	551	546	546	546	546	546	534	534	534	534	534	534	534
Part F	540	540	540	540	540	540	540	540	540	540	540	540	540	537
Part G	551	551	550	530	530	530	530	530	530	530	530	530	530	530
Part H1	551	551	550	548	548	530	530	530	530	530	530	530	530	530
Part H2	551	551	550	546	546	546	546	544	544	543	542	541	534	534
Part H3	551	551	546	546	546	546	546	542	542	542	542	529	529	529
Part I	541	541	541	541	541	541	541	541	541	541	541	541	540	524
Part J	551	551	541	541	541	541	541	541	541	541	541	541	527	527
Part K	550	550	550	546	546	546	546	542	542	542	542	541	536	536
Part L1	551	551	541	541	541	541	541	541	541	541	541	541	527	527
Part L2	540	540	540	540	540	540	540	540	540	540	540	540	540	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	551	551	546	546	546	546	546	544	544	541	541	541	523	523
Part M	551	551	550	546	546	546	546	538	538	538	538	538	538	538
Part N	546	546	546	546	546	546	546	533	533	533	533	533	533	533
Part O	548	548	548	548	548	541	541	541	541	541	541	541	536	536
Part P1	551	551	550	544	544	544	544	544	544	541	541	541	540	537
Part P2	542	542	542	542	542	542	542	542	542	542	542	533	533	533
Part P3	545	545	545	545	545	545	545	545						
Part Q1	551	551	535	535	535	535	535	535	535	535	535	535	535	535
Part Q2	551	551	550	536	536	536	536	536	536	536	536	536	536	536
Part Q3	551	551	543	543	543	543	543	543	543	543	543	520	520	520
Part R	537	537	537	537	537	537	537	537	537	537	537	537	537	537
<b>Chapter 6</b>														
TOC	544	544	544	544	544	544	544	544	544	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	546	546	546	546	541	541	541	541	541	523	523
Part C4	542	542	542	542	542	542	542	542	542	542	542	541	529	529
Part C5	546	546	546	546	546	546	546	542	542	542	542	529	529	529
Part D	526	526	526	526	526	526	526	526	526	526	526	526	526	526
<b>Chapter 7</b>														
TOC	548	548	548	548	548	547	544	544	544	542	542	541	540	538
Part A	530	530	530	530	530	530	530	530	530	530	530	530	530	530

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Part B	546	546	546	546	546	546	546	517	517	517	517	517	517	517
Part C	548	548	548	548	548	518	518	518	518	518	518	518	518	518
Part D	546	546	546	546	546	546	546	518	518	518	518	518	518	518
Part E	547	547	547	547	547	547	520	520	520	520	520	520	520	520
Part F	546	546	546	546	546	546	546	542	542	542	542	520	520	520
Part G	551	551	546	546	546	546	546	541	541	541	541	541	523	523
Part H	546	546	546	546	546	546	546	523	523	523	523	523	523	523
Part I	548	548	548	548	548	540	540	540	540	540	540	540	540	534
Part J	546	546	546	546	546	546	546	543	543	543	540	540	540	538
Part K	548	548	548	548	548	546	546	544	544	542	542	541	540	525
Part L	548	548	548	548	548	540	540	540	540	540	540	540	540	520
Part M	540	540	540	540	540	540	540	540	540	540	540	540	540	534
Part N	548	548	548	548	548	536	536	536	536	536	536	536	536	536
Part O	548	548	548	548	548	544	544	544	544	543	542	538	538	538
Part P	548	548	548	548	548	520	520	520	520	520	520	520	520	520
Part Q	540	540	540	540	540	540	540	540	540	540	540	540	540	536
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	537	537
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	536
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TOC													540	531
Part 1	552	551	550	548	548	547	546	545	544	543	542	541	540	537
Part 2	551	551	542	542	542	542	542	542	542	542	542	541	540	536
Part 3													540	535
Part 4													540	537
<b>Appendix E</b>														
TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	551	551	548	548	548	547	546	532	532	532	532	532	532	532
Part 2	551	551	546	546	546	546	546	534	534	534	534	534	534	534
Part 3	551	551	541	541	541	541	541	541	541	541	541	541	541	534
<b>Appendix F</b>														
TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	543	543	543	543	543	543	543	543	543	543	543	542	520	520
Part 2	529	529	529	529	529	529	529	529	529	529	529	529	529	529
<b>Appendix G</b>														
APP G	550	550	550	548	548	546	546	545	544	543	541	541	540	537
<b>Appendix H</b>														
TOC	544	544	544	544	544	544	544	544	544	544	543	540	540	532
Part 1	540	540	540	540	540	540	540	540	540	540	540	540	540	528
Part 2A	540	540	540	540	540	540	540	540	540	540	540	540	540	528
Part 2B	540	540	540	540	540	540	540	540	540	540	540	540	540	520
Part 2C	546	546	546	546	546	546	546	542	542	542	542	540	540	520
Part 3A	543	543	543	543	543	543	543	543	543	543	543	540	540	520
Part 3B	546	546	546	546	546	546	546	542	542	542	542	540	540	520
Part 4A	540	540	540	540	540	540	540	540	540	540	540	540	540	532
Part 4B	540	540	540	540	540	540	540	540	540	540	540	540	540	532
Part 5A	543	543	543	543	543	543	543	543	543	543	543			
Part 5B	543	543	543	543	543	543	543	543	543	543	543			
<b>Appendix I</b>														
TOC	544	544	544	544	544	544	544	544	544	544	512	512	512	512
Part 1	551	551	548	548	548	543	543	543	543	543	543	541	541	540

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Part 2	547	547	547	547	547	547	541	541	541	541	541	541	540	525
Part 3	551	551	547	547	547	547	542	542	542	542	542	541	540	526
Part 4	551	551	547	547	547	547	540	540	540	540	540	540	540	534
<b>Appendix O</b>														
TOC	544	544	544	544	544	544	544	544	544	528	528	528	528	528
APP O	551	551	549	549	546	546	546	545	544	542	542	541	540	539
<b>Appendix P</b>														
TOC	544	544	544	544	544	544	544	544	544	541	541	541	540	521
Part 1	541	541	541	541	541	541	541	541	541	541	541	541	534	534
Part 2	546	546	546	546	546	546	546	543	543	543	541	541	540	532
<b>Appendix Q</b>														
TOC	544	544	544	544	544	544	544	544	544	517	517	517	517	517
Part1	552	549	549	549	548	540	540	540	540	540	540	540	540	539
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	540	540	540	540	539
Part4	517	517	517	517	517	517	517	517	517	517	517	517	517	517
<b>Appendix R</b>														
TOC	541	541	541	541	541	541	541	541	541	541	541	541	521	521
Part 1	541	541	541	541	541	541	541	541	541	541	541	541	530	530
Part 2	546	546	546	546	546	546	546	544	544	542	542	541	532	532
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APP S	552	549	549	549	548	546	546	543	543	543	542	539	539	539
<b>Appendix T</b>														
TOC	540	540	540	540	540	540	540	540	540	540	540	540	540	521
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APP U	543	543	543	543	543	543	543	543	543	543	542	539	539	539

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## PART A: APPLICATION AND GENERAL RULES

### C1001 APPLICATION

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

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

B. Restrictions. JTR does not apply to:

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

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

D. Duplicate Payment

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

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

\*3. A non-deductible meal (par. C4554-B) provided to a traveler in a per diem status is not a duplicate payment.

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

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

E. Travel not Paid for by the GOV'T

1. Policy. When travel at GOV'T expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C1050-B for policy on travel at GOV'T expense.

2. Employee Status

a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave status.

b. If the employee is in a duty status, a travel order *must* be issued.

c. If the employee is in a leave/other non-duty status, a travel order must *not* be issued.

3. Travel Documentation. Travel documentation provided to the traveler must indicate all of the following:

a. Travel is at the traveler's request.

b. Attendance at the event is in the DoD's interest.

c. Travel is at no expense to the GOV'T.

d. No per diem or other reimbursement is authorized.

e. No accounting information is placed on the travel documentation.

f. The traveler may choose, without penalty, not to perform the travel.

**C1002 IMPLEMENTATION**

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

\*B. Regulation Review Process. [DoDD 5154.29](#) requires that PDTATAC staff review all written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied IAW GSA's FTR. The review process applies to all DoD

COMPONENTS IAW par. C1001-A. The written material should be forwarded as a Word document, via the Service/AGENCY CAP representative found in the Introduction Feedback Reporting section to:

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

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

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

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

\*An employee is authorized TQSA for temporary QTRS (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in the [DoDI 1400.25, Volume 1250](#) and [DSSR Section 031.1](#). TQSA rules are in [DSSR Section 120](#).

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

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

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

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

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

4. Lease Penalty Expense

- a. FTA. This portion is allowable for any DoD employee (including a new appointee) PCSing to a foreign area PDS or between foreign country PDSs.
- b. HSTA. This portion is allowed *only for a reassigned employee (not a new appointee)* PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

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

**C1005 GAIN-SHARING PROGRAM**

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

**C1006 ADMINISTRATIVE PROCEDURES**

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

**C1007 COMPUTATION RULES**

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

1. Use the actual amount without rounding when computing TDY mileage, MALT, TQSE and per diem computation. AEA and PMR computations are rounded to the next highest dollar with the provision in par. C1007-A2 in force.
2. AEA computation is rounded-up to the nearest dollar. For example, \$29.50 = \$30. The AEA is NTE the authorized percentage of the maximum locality per diem rate. *When AEA for lodging and M&IE exceeds the maximum AEA M&IE locality rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging rate.* For example, reduce \$76.50 to \$76 as shown in par. C4626, Example 3.
3. PMR computation is rounded-up to the nearest dollar.

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

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

**C1008 DEFENSE TRAVEL SYSTEM (DTS)**

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

B. Travel Computed by DTS. DTS covers individual TDY travel for business, travel for schoolhouse training and deployment or personnel traveling together with or without no/limited reimbursement, and certain travel under

special circumstances. It does not cover PCS (Ch 5), or evacuation (Ch 6).

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

C. AO's Responsibilities. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expenses incurred ICW that mission and IAW this Regulation. See par. C4405 for justification. The AO must determine the travel purpose (APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/ TMC is central in helping to execute those responsibilities. The AO also must:

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures IAW this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW this regulation.
5. Review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves authorized expenses reimbursement. Expense reports are subject to random selection for examination based on financial management directives.
6. Permit a traveler to combine official travel with leave or personal travel. Contract fare travel must never be used for personal travel (APP P2, par. E). The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T, par. C4563-C applies. The AO is not to permit a TDY trip that is an excuse for personal travel.

D. Traveler Rights and Responsibilities

1. A traveler should promptly update the trip record, and confirm/modify arrangements, when communication with the CTO was not possible.
2. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the order so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the IBA bills are received.

E. A Typical Business Trip

1. Before the Trip

- a. Cost Estimate. A traveler should obtain a should-cost estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) rental car fees as determined by the DTS Reservation Module or directly from the

CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned reimbursable expenses. A traveler may ask the CTO to estimate the amount for using commercial transportation.

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

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

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

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

## 2. During the Trip

a. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll-free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve changes after trip completion, the traveler should obtain the AO's authority in advance, and update the Trip Record. The traveler is reimbursed AO approved Trip Record changes.

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

## 3. After the Traveler Returns

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

b. AO Approval. The AO must approve the expenses on the Trip Record, and review required receipts, before the traveler is reimbursed.

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

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

e. Lost/Stolen/Unused Paper Tickets. See par. C1320.

**C1009 TDY CANCELED OR CHANGED**

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

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

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

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

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

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## 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. See 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 Service/AGENCY 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. See 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. See 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). See APP G.

2. Travel Requirements

a. The necessary passport, visa (including green card) when required (see 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. See 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. See pars. C1001-D and C1058 for restrictions.

*Effective date of transfer of 1 August 2011 or later.*

C. Time Limits. Allowable travel and transportation must begin within 1 year from the employee's transfer or appointment effective date, except that the 1-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 1 year when the original 1-year time limitation for residence transaction completion is extended under par. C5750-C. Even when an extension is authorized/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 1 year unless an extension is authorized/approved by the Agency as being in the GOV'T's interest. Following are examples of reasons that do not justify authorizing/approving an extension: (a) delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and (b) residence construction/renovation delays at the new PDS.

**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. See [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. See 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. See the **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, FEMLE, 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). See the ***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. 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.

## PART C: TRAVEL ADVANCES

### C1100 GENERAL

#### A. Minimizing Cash Requirements

1. Policy. A traveler on official business:

- a. Is responsible for travel expenses, but
- b. Should not have to pay official travel expenses entirely from personal funds (unless the traveler decides not to use GOV'T resources such as the GTCC or traveler's checks).

2. Responsibilities. A DOD Component:

- a. May issue travel advances for certain expenses, as authorized in this Part, and
- b. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the Component and the traveler (such as using the GTCC).

#### B. GTCC Use

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

\*2. DoD Policy. *The GTCC program policies and procedures (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoDFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DoD Finance Management Regulation website is found at <http://comptroller.defense.gov/fmr/09/index.html>.*

3. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel order indicating whether transportation tickets are ordinarily purchased using a GTCC CBA or using a GTCC IBA. *This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.*

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

### C1101 ALLOWABLE ADVANCES

\*A. Authority (FTR §302-2.21). A travel advance described in par. C1101 may be paid when authorized on a travel order.

\*B. TDY Travel. A DoD Component may pay a travel advance (as opposed to authorizing IBA card use for an ATM advance) when permitted IAW the DoDFMR, Volume 9 at <http://comptroller.defense.gov/fmr/09/index.html>. An advance may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

\*C. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301-74.25). Advance payment of discounted conference or training registration fee may be paid as indicated in APP R, Part II, par. H.

\*D. HHG Transportation and SIT Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD COMPONENT concerned; and
3. Anticipated SIT period (NTE 90 days) at GOV'T expense.

\*E. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). *An advance is not authorized for non-temporary (extended) storage of HHG.*

\*F. Mobile Home Transportation (FTR §302-10.300/301). An advance may be paid for the transportation of a mobile home when the employee is responsible for arranging and paying a commercial carrier to transport the mobile home. The advance must not exceed the estimated amount allowable. *No advance is authorized when the GOV'T pays the carrier directly.*

\*G. House-hunting Trip (HHT) (FTR §302-5.16). An advance may be paid for HHT expenses. The advance must not exceed the anticipated transportation costs sum, plus the maximum per diem allowable under the 'Lodgings-Plus' method in par. C5624-B1 for the HHT location and duration. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced. *The lump sum per diem payment under par. C5624-B2 is not an advance but rather is a payment.* See par. C5632.

H. Temporary Quarters Subsistence Expenses(TQSE) (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DoD COMPONENT may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(LS)).

\*I. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). *An advance is not paid for expenses incurred ICW residence transactions.*

J. Attendants/Escorts for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C5850 or C7105.

\*K. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

L. Advance Lodging Deposits. A traveler:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Is financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

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

### C1200 NON-REIMBURSABLE EXPENSES

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

#### B. Promotional Materials/Benefits

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

#### C. Seat Relinquishing

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

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

### C1201 ADMINISTRATIVE INSTRUCTIONS

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

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

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

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

## PART E: TRAVEL CLAIMS AND RECEIPTS

### C1300 TRAVEL CLAIM SUBMISSION

\*An employee should submit a travel voucher as specified in DoDFMR, Volume 9, Travel Policy and Procedures except when official assignments (TDY, TCS or PCS) are funded by a non-DoD agency. See par. C1001-C4. *The DoDFMR website is found at <http://comptroller.defense.gov/fmr/09/index.html>.*

### C1305 FALSIFIED TRAVEL CLAIM

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

### C1310 RECEIPT REQUIREMENT

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

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

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

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

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

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

the expense must be disallowed.

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

### C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

***NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov/portal/content/102011>.***

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

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

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

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

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

***NOTE 2: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.***

## CHAPTER 2

### TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

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## PART A: TRAVEL POLICY

### C2000 GENERAL

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

1. They must use economy-/coach-class transportation accommodations unless otherwise provided for in par. C2204, C2205, C2208 or C7460. See **NOTE** at the start of par. C1060.
2. **First and Business-class Travel/Accommodations**. (APP A) Par. C2204-B2a, C2204-B2b and C2208-C (trains only) to determine whose authority is required for GOV'T-funded other than economy-/coach-class accommodations to be provided. APP H2, Sec C, for first-class and H3, Sec B for business-class decision support tool.

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

a. Contract Air Service. Except as noted, use of city-pair airfares, offered by a contract air carrier between certain cities, is to the GOV'T's advantage. These airfares should be used for official air transportation between those cities. If a city-pair airfare is not available, the policy-constructed airfare (APP A) (including a lower unrestricted economy-/coach-airfare offered by a non-contract carrier limited to a GOV'T and/or uniformed traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. FTR, §301-10.107 (<http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868/#wp1203865>) and DTR 4500.9-R, Part I, Chapter 103, pars. A2 and E ([http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)) for exceptions and specific guidelines regarding contract air service use. **NOTE:** *A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

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

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

**NOTE:** *The attendant who is authorized transportation under par. C7460-1, may be authorized/approved for other than economy-/coach-class accommodations use to accompany the attended traveler, when the attended traveler is authorized other than economy-/coach-class accommodations use and requires the attendant's services en route. Authority for one member of a family to use other than*

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

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

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

B. Service Responsibility. Each DoD Component must:

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

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

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

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

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

## C2001 TRANSPORTATION MODE

### A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, GOV'T vehicle, GOV'T-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a

combination of any of the modes named. An employee's travel should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). ***An employee may not be required to use a POC or special conveyance nor may cost be limited to the cost of POC or special conveyance use.*** A statement on the order indicating the reason for nonuse of a transportation mode that is to the GOV'T's advantage provides justification for travel reimbursement. (Ex: If air travel is the most advantageous transportation mode, but air travel is medically precluded, explain on the order "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

**NOTES:**

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

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

2. Selecting the Transportation Mode to Be Used

a. Contract Air Service. Except as noted, use of city-pair airfares, offered by a contract air carrier between certain cities, is to the GOV'Ts advantage. These airfares should be used for official air transportation between those cities. If a city-pair airfare is not available, the policy-constructed airfare (APP A) (including a lower unrestricted economy-/coach-class airfare offered by a non-contract carrier limited to a GOV'T and/or uniformed traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. FTR, §[301-10.107](#) (<http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868/#wp1203865>) and DTR 4500.9-R, Part I, Chapter 103, pars. A2 and E ([http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)) for exceptions and specific guidelines regarding contract air service use. ***NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

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

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

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

a. GOV'T-contract Rental Automobile. A GOV'T-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to an employee who travels to a destination by common carrier, such as airplane, train, bus, or other public transit system and would customarily rent a GOV'T-furnished vehicle for local transportation in the destination area. For travel under par. C2001-A3, an employee also may use a GOV'T-furnished automobile if a GOV'T-contract rental automobile is unavailable or if use of a GOV'T-furnished automobile is practical. A GOV'T-furnished automobile continues to be available for use in an isolated area in which a commercial rental contractor is not available.

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

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

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

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

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

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

C. OCONUS Travel

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

lost work time. Travel by ship may be authorized/approved as being to the GOV'T's advantage only through the Secretarial Process. Reimbursement for use of ships is subject to the further prerequisites of Ch 2, Part E, concerning use of ships of U.S. registry.

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

D. Travel by Aircraft

1. General

a. *AOs directing travel must strictly adhere to the policy on aircraft travel contained in par. C2001.*

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

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

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

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

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

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

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

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

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

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

4. Operations and Maintenance Technician and Crash Firefighter. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and a crash firefighter for whom travel by aircraft is necessary ICW the employee's duties, is required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions may include such an air travel requirement.

5. Required as Part of Conditions of Employee's Assignment. Travel is required by aircraft for any distance when such transportation mode is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require an employee to be aboard an aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. This employee may be required to be aboard any type of GOV'T aircraft on scheduled or nonscheduled flights.

6. Necessary for Mission Accomplishment or when Air Is the Only Mode Available. Travel by aircraft for any distance is required with or without the employee's consent when such transportation mode is necessary for the accomplishment of the activity's mission or is the only transportation mode available. Such an employee may be

required to perform travel on commercial aircraft operated on scheduled flights or on transport-type GOV'T aircraft operated on scheduled or semi-scheduled flights. An employee's acceptance of an order authorizing air travel constitutes agreement to the provisions of the particular order.

7. Air Evacuation Required for Medical Reasons

- a. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines this transportation mode is necessary for an employee's medical evacuation.
- b. Employee Medical Transportation. Par. C7500 for authority to provide GOV'T funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
- c. Dependent Medical Transportation. Par. C5134 for authority to provide GOV'T funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
- d. Other Employee Transportation. DIA Manual 100-1, Vol. 1, Part 4, Section K also for a civilian employee assigned to a Defense Attaché Office and/or DIA Liaison Office.

8. Air Travel Medically Inadvisable

- a. Neither a civilian employee nor a dependent is required to travel by air if such transportation mode is medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless agency mission requires the employee to travel separately.
- b. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.
- c. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See par. C2205-E for stateroom standards and required U.S. registry ship use.
- d. Par. C2215-C does not apply for directing an employee to use GOV'T/GOV'T-procured transportation when a medical condition prevents a family member's travel by aircraft.

**C2002 CITY-PAIR AIRFARE PROGRAM**

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

**C2003 TRAVEL TIME**

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

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

C. POC

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

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

***NOTE: If a POC is used but not authorized by the AO as being to the GOV'T's advantage, travel time is limited to that authorized in par. C2003-A for commercial transportation for the ordered travel official distance.***

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

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

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

E. TDY Mixed Mode Travel

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

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

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

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

### C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursement for transportation expenses incurred in and around the PDS; Ch 2, Part H. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

### C2101 TAXICAB USE

A. To/from a Transportation Terminal. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below. Between:

1. Places of residence, lodging, or duty at the PDS or TDY station and transportation terminals;
2. Transportation terminals, if free transfer is not provided; or
3. Transportation terminal and lodging, when needed, due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging; and from the PDS to the residence on the day of return from such TDY.

### C2102 SPECIAL CONVEYANCE USE ([FTR, §301-10, Subpart E](#))

#### A. General

1. *It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO per TRANSCOM policy, when the CTO is available.*
2. An AO may authorize/approve a special conveyance when to the GOV'T's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use.
3. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost IAW par. C2150-8.
4. See par. C1310 (and DoDFMR 7000.14-R, Volume 9) for receipt requirements.

#### B. Selecting a Rental Vehicle

- \*1. DTR 4500.9-R, Part I, Chapter 106, Policy at [http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_106.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf).
  - a. *It is mandatory to obtain rental vehicles through the CTO, when available. **NOTE:** It is not mandatory to use a CTO when renting an airplane or bus.*
  - b. The lowest cost rental service that meets the mission requirements must be selected for commercially rented vehicles. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

\*c. Use of a rental car vendor participating in the DTMO rental car agreement is encouraged, because the GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. ***NOTE: View participating rental car vendors and rates at <http://www.defensetravel.dod.mil/site/rental.cfm>. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel. A vehicle offered by a participating vendor, but not listed, is not covered under the agreement, does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official GOV'T travel IAW par. C2102-C1b.***

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

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

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

2. Defense Travel Management Office (DTMO) Policy (<http://www.defensetravel.dod.mil>)

a. DTMO vehicle rental agreements apply to all DoD COMPONENTS and activities and non-Defense Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained via the DTMO website at <http://www.defensetravel.dod.mil> or from:

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

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

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

D. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,

6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

E. To/from Carrier Terminals. The traveler:

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

F. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual transportation mode, or when the use of a special conveyance is determined to be to the GOV'T's advantage. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

G. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. May be used for PDT when other transportation modes in par. C2001-A are not to the GOV'T's advantage,
2. Must be authorized in a PCS order,
3. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

***NOTE: An employee is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.***

H. Special Conveyance Use in and around Permanent or TDY Station. Reimbursement for special conveyance use within and around the permanent and TDY duty station should be accomplished IAW Ch 2, Part H.

**C2103 BUS, STREETCAR, OR SUBWAY USE**

A. To/from Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. Between places of residence, lodging, or duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the commercial or GOV'T transportation mode used;
2. Between carrier terminals, when needed, due to a change of transportation and a free transfer is not provided; or
3. From carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

#### **C2104 AIRPORT LIMOUSINE SERVICE USE**

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows. Between:

1. Places of residence, lodging, or duty at the PDS or TDY duty station, and local transportation terminals (stations, airports, wharves, etc.) of the commercial or GOV'T transportation mode used;
2. Transportation terminals when changing transportation mode and a free transfer is not provided;
3. Transportation terminals and lodging when transportation delays occur en route that are beyond the traveler's control; or
4. An airport and airport limousine terminal.

#### **C2105 LODGING-PROVIDED COURTESY TRANSPORTATION USE**

Available courtesy transportation services furnished by a lodging or similar facility should be used to the maximum extent possible.

## SECTION 1: GENERAL

### C2150 AUTHORIZATION/APPROVAL

1. POC use may be authorized/approved for travelers performing official business.
2. *POC travel may not be directed*; but is permitted in the GOV'T's interest or for the employee's convenience, as appropriate, when requested by the employee.
- \*3. An employee (unless traveling as a dependent family member on PDT) may not be required to travel as a passenger in another employee's POC ([53 Comp. Gen. 67 \(1973\)](#)). Use of an employee's POC to transport other employees as TDY transportation is strictly voluntary on the part of the POC owner/operator and potential passenger(s) ([FTR §301-10.307](#)).
4. POC use is encouraged when it is to the GOV'T's advantage.
5. Necessary POC travel is authorized in the travel order with the appropriate TDY mileage rate for TDY travel (if other than the rate for 'automobile' in par. C2500) or PCS MALT rate for PDT travel.
6. POC travel not authorized in advance of travel may be approved by travel order amendment after travel by the AO. APP I2 for travel order policy and procedures.
7. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place near this residence where the POC is garaged/stored, if to the GOV'T's advantage.
- \*8. An employee may not be prohibited from using a POC on official travel ([FTR §301-70.105](#)). If an employee elects to use a POC instead of the authorized transportation mode:
  - (a) Reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized transportation mode; and
  - (b) Leave is charged IAW personnel regulations for any duty hours that are missed as a result of POC travel.

### C2153 GOV'T ADVANTAGE DETERMINATION

#### A. General

1. POC use is authorized when to the GOV'T's advantage.
2. A determination that POC use is to the GOV'T's advantage is made when common carrier, GOV'T contract rental automobile, or GOV'T-furnished transportation is not available or is not to the GOV'T's advantage.
3. POC use authorization is made in advance of travel.

B. Considerations. The following elements must be considered when determining if POC use is to the GOV'T's advantage than other available transportation modes:

1. Assignment requirements including transportation of baggage, tools, or equipment;
2. Availability of other transportation and the effect on productive time;
3. Duty locality in relation to traffic conditions, routing, and weather;

4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
5. Overall cost advantage when there are accompanying passengers under official travel orders in the same POC; and
6. The salary cost represented by the additional travel time and the physical/mental strain on the employee when any substantial distances are involved with TDY travel.

**C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE**

A. General

1. Limitations. APP I2 for travel order policy and procedures.
2. Mileage Rate. Mileage rates in par. C2500 or C2505 are used.
3. Per Diem. Constructed per diem is based on use of the authorized transportation mode.
4. Other Costs. The following costs are allowable in determining constructed costs:
  - a. Tolls, ferry fares, parking fees and other allowable costs in par. C2188; and
  - b. Usual transportation costs to and from common carrier terminals.
5. Boarding and Leaving Carrier. Carrier schedules that require departure from/arrival at home or at the TDY lodging between midnight and 0600 are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem IAW par. C1060-A2.
6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee-constructed cost when RAT is involved.
7. Reimbursement
  - a. Reimbursement is based on the official distance IAW par. C1065.
  - b. The total payment may not exceed the authorized transportation mode constructed cost total including constructed per diem for travel by that mode.
  - c. The lesser of actual POC costs or the constructed costs is reimbursed IAW par. C2198-B4.

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach-class accommodations (par. C2204) on a commercial air carrier are used as the basis for constructed cost.
2. Contract City-pair Airfare. If air carrier city-pair airfares provided under GSA contract are:
  - a. Available between origin and destination, the constructed cost is limited by the contract airfare. Use the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare if both are available.
  - b. Not available between the origin and destination, the constructed cost is limited by the policy-constructed airfare (APP A) between the origin and destination (with the exception noted in par. C2204-B1h).

Policy-constructed airfare transportation is presumed available if there is a city-pair airfare between the origin

and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

3. Accommodations. Coach-class accommodations are presumed available from a carrier when coach-class is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

**C. Constructed Cost Comparison by Train**

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach-class train accommodations for the travel performed.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (par. C2203-D) only when extra fare service has been authorized as being to the GOV'T's advantage.

**D. Constructed Cost Comparison by Bus**. When neither air nor rail transportation is provided, mileage reimbursement is limited to the bus transportation constructed cost.

**C2157 PRIVATELY OWNED CONVEYANCE TAX AND LICENSE FEE ([B-214930, 1 October 1984](#))**

A. General. Some states require an ownership tax and license fee payment for a POC brought into, and used in, the state for over 30 days. In some states, a TDY traveler can apply for an exemption certificate upon first coming into the state.

B. Traveler-paid Charges. If a TDY traveler has applied for and been denied an exemption certificate for ownership tax and the licensing fee by the state in which temporarily assigned, POC tax and license fees imposed by state law and paid by the traveler are reimbursed if all of the following conditions are met:

1. POC use is authorized as being to the GOV'T's advantage ICW a TDY assignment as in par. C2153.
2. The traveler's PDS is not in the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fee on a POC.

Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required IAW par. C1310.

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## SECTION 2: PERMANENT DUTY TRAVEL

***NOTE:*** In addition to the provisions of Section 1, the following regulations apply.

### C2159 AUTOMOBILE USE ([FTR §302-4](#))

#### A. General

1. Automobile use is to the GOV'T's advantage for:
  - a. First duty station travel by a newly recruited employee or appointee,
  - b. PCS travel, or
  - c. Separation travel.
2. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. C2505.
3. RAT by automobile is to the GOV'T's advantage when travel and transportation costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C2198 for RAT reimbursement by automobile.***

#### \*B. Using One or Two POCs ([FTR §302-4, Subpart F](#))

1. When a traveler and dependent relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has a dependent who is relocating) with the prescribed MALT rate (see par. C2505) and car ferry fees applicable for each POC.
2. Except as in par. C2159-C, MALT reimbursement authorized for the dependent's travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the employee travels by common carrier (e.g., the employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.)***
3. MALT reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC.

#### \*C. Using More than Two POCs ([FTR §302-4.500 and 302-4.700d](#))

***NOTE:*** The terms "family members" or "dependents" in par, C2159 include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.
2. MALT
  - a. When reimbursement for the use of more than two POCs is authorized/approved, the MALT allowance and car ferry fees apply for each POC.
  - b. If the same POC is used for more than one trip, MALT and car ferry fees apply for each trip. The standard MALT rate is applied for each trip (e.g., the employee drives the spouse and three children on the first trip (and receives MALT for the official distance) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children (and the employee is paid MALT for the one-way official distance from old to new PDS on the second trip).

3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel order or approved by travel order amendment after the fact. See APP I, Part II for travel order policy.

D. Parking, Tolls and Other Costs. Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

### **C2162 AIRCRAFT**

#### A. Privately Owned Airplane

1. The use of a privately owned airplane for:
  - a. First duty station travel by a newly recruited employee or appointee,
  - b. PCS travel,
  - c. Separation travel, or
  - d. RAT

is to the GOV'T's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute mile. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

2. Reimbursement for travel by privately owned airplane that is to the GOV'T's advantage, is at the appropriate TDY mileage rate in par. C2500.
3. Travel time is as provided in par. C5060.
4. Reimbursement computation for travel by privately owned airplane is in par. C2198

#### B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.
2. Expenses
  - a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
  - b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

### **C2164 PRIVATELY-OWNED MOTORCYCLE**

#### A. PCS-related Travel Policy. The use of a privately owned motorcycle is to the GOV'T's advantage for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel,
3. Separation travel, or
4. RAT

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

B. TDY-related Travel Policy. TDY motorcycle travel reimbursement that is to the GOV'T's advantage is paid at the appropriate TDY mileage rate in par. C2500.

C. Travel Time. Travel time is as provided in par. C5060.

D. Computation. Reimbursement computation for travel by privately owned motorcycle is in par. C2198.

### **C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT**

\*When an employee travels by POC using a personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair airfare if available). *Per diem and travel time are based on the air travel time.* (59 Comp. Gen. 737 (1980)) The AO, IAW par. C2210-B and APP I3, par. E4a(5), must ensure a statement is on the travel order indicating that GOV'T-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available GOV'T-procured air transportation (plus appropriate per diem).

### **C2166 POC TRAVEL INVOLVING A CAR FERRY**

A. General. When a car ferry is authorized, an employee/dependent traveling partly by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances in pars. C2166-B, C2166-C, and C2166-D.

B. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.
2. MALT. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS. See par. C2505.
3. More Than One Car Ferry. If more than one car ferry is used, MALT is payable for overland travel between ferries.

C. Ferry Fees The employee is authorized:

1. GOV'T-procured ferry transportation; or
2. Reimbursement for personal transportation costs on the car ferry (NTE the GOV'T-procured ferry transportation cost).

D. Foreign Registered Ship Use. See par. C2205-F3 for required documentation if a U.S. registered ferry is not available.

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## SECTION 4: POC USE FOR TDY TRAVEL

### C2182 TDY MILEAGE ALLOWANCES FOR POC USE

An individual engaged in official business for the GOV'T may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

### C2184 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel in par. C2500, and private automobile rates affected by pars. C2184-B through D may be prescribed in an order.

B. POC Use to the GOV'T's Advantage. POC TDY mileage rates are in par. C2500 for POC travel that is to the GOV'T's advantage.

C. POC Use Not to the GOV'T's Advantage

1. Reimbursement. When POC TDY travel is not to the GOV'T's advantage but is used by the official traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode in the order.

2. Constructed Cost. Par. C2156.

3. POC Use Instead of GOV'T-furnished Automobile. Par. C2184-D.

4. POC Use for Local Travel. Pars. C2400 and C2401.

D. Privately Owned Automobile (POA) Instead of GOV'T-furnished Automobile ([FTR §301-10.310](#))

1. GOV'T-furnished Automobile Use to the GOV'T's Advantage

a. TDY Mileage Rate. GSA prescribes the TDY mileage rates for authorized POA use when use of a GOV'T-furnished automobile would be to the GOV'T's advantage (par. C2500).

b. Higher TDY Mileage Rate. Exceptions to the GSA-prescribed rates may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the GOV'T-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DoD component may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a GOV'T-furnished automobile in those circumstances.

c. Expense Reimbursement. In addition to TDY mileage reimbursement for the official distance, the official traveler is authorized reimbursement for expenses under par. C2188 that would have been incurred if a GOV'T-furnished vehicle had been used.

2. GOV'T-furnished Vehicle Available. When use of an available GOV'T-furnished vehicle is authorized, but an official traveler elects to use a POC for TDY travel, TDY mileage reimbursement for POC use is at the appropriate rate in par. C2500.

3. Reimbursement when Transportation in a GOV'T-furnished Automobile as Passenger/Driver Is Available

a. GOV'T Vehicle Makes the Trip. When an official traveler is authorized transportation in a GOV'T-furnished automobile as a passenger, or as a driver with another official traveler, but uses a POC instead, the official traveler is not authorized any reimbursement if the GOV'T-furnished automobile made the trip without the official traveler ([21 Comp. Gen. 116 \(1941\)](#)).

b. Traveler Authorized to Use a POC. If under the circumstances in par. C2184-D3a, the GOV'T-furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the rate for POC use when GOV'T-furnished vehicle use is to the GOV'T's advantage in par. C2500-A ([62 Comp. Gen. 321 \(1983\)](#)).

c. GOV'T Vehicle Does Not Make the Trip. If the GOV'T-furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2500-A for POC use when GOV'T-furnished vehicle use is to the GOV'T's advantage.

## C2188 REIMBURSABLE EXPENSES

See APP G for reimbursable expenses ICW POC travel on TDY.

## C2190 TRAVELING TOGETHER

1. POC TDY mileage reimbursement is paid only to the official traveler incurring the operating expenses.
2. No deduction is made from the TDY mileage payable to the official traveler authorized to be reimbursed because another passenger (GOV'T or non-GOV'T official traveler) travels with the official traveler and contributes to paying operating expenses.

## C2192 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

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

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

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

for the most direct route.

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

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

***NOTE: Terminal parking fees while TDY are reimbursable NTE the cost of two one-way taxi fares, including allowable tips.***

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Other Official Travelers Transported in the Same POC

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

**C2193 POC TRAVEL INVOLVING A CAR FERRY**

A. General. When a car ferry is used during POC travel, the employee traveling by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise) is authorized transportation allowances in pars. C2193-B, C2193-C, and C2193-D.

B. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.
2. TDY Mileage. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location (par. C2505).
3. More Than One Car Ferry. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries.

C. Ferry Fees. The employee is authorized:

1. GOV'T-procured ferry transportation; or
2. Reimbursement for personal transportation costs on the car ferry (NTE the GOV'T-procured ferry transportation cost).

D. Foreign Registered Ship Use. Par. C2205-F3 for required documentation if a U.S. registered ferry is not available.

**C2194 PER DIEM FOR POC TRAVEL**

A. POC Use Is to the GOV'T's Advantage. When POC use is to the GOV'T's advantage, per diem is computed as prescribed in Ch 4 Part B for the allowable travel time under par. C2003-C1.

B. POC Use Not to the GOV'T's Advantage

1. When POC use is not to the GOV'T's advantage, per diem is limited under par. C2198-B, except when a POC is used instead of a GOV'T-furnished automobile (par. C2180).
2. When a POC is used under the conditions in par. C2180, per diem is reimbursed under par. C2198-A.

**C2196 TRAVEL TIME**

Necessary travel time is allowed when POC use is to the GOV'T's advantage. Par. C2194-A. Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not to the GOV'T's advantage except for travel under par. C2180.

## C2198 POC TRAVEL REIMBURSEMENT COMPUTATION

### A. To the GOV'T's Advantage

1. Reimbursement for the official distance is computed at the authorized TDY mileage rate.
2. Per diem is computed for the travel time under par. C2194.
- \*3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, travelers may be eligible to submit claims for POCs used for official travel, using Service procedures, under the Personnel Claims Act ([31 USC §3721](#)).
4. Par. C2188 for other allowable costs.

### B. Not to the GOV'T's Advantage

#### 1. Limitation

- a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C2184 plus per diem for the travel time authorized in par. C2003-A for commercial transportation.
- b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.
- c. Par. U2198 does not apply to travel performed under par. C2180. [B-183480, 4 September 1975](#).

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

- a. TDY mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C2198-B2a.
- c. The per diem rate in the order is used for computing per diem.

#### 3. Constructed Transportation Cost and Per Diem Computation

- a. The GOV'Ts constructed transportation cost is computed on airfares or charges for the POLICY-CONSTRUCTED AIRFARE (APP A) (often contract city-pair airfare; par. C2156) between authorized points.
- b. Air transportation constructed cost includes taxes or fees the GOV'T would pay if GOV'T-procured transportation had been provided.
- c. Taxi fares and excess accompanied baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
  - (1) The official traveler claiming TDY mileage, and
  - (2) Persons performing official travel as passengers in the same conveyance.
- e. If the PDS has multiple airports see APP P, Part 2, par. E1.

4. Comparison

- a. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. Par. C2156 for determining common carrier constructed cost.

5. Passengers

- a. Passengers are not authorized TDY mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.
- c. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat. *Reimbursement is the actual transportation costs in pars. C2162 and C2165, instead of paying TDY mileage and other reimbursable expenses.*

D. Example. The per diem/TDY mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes the current TDY mileage rate; and par. C2505 prescribes the current MALT rate.

<b>EXAMPLE 1</b>					
<b>TDY Per Diem and POC TDY Mileage Computation</b>					
An official traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The order directs the traveler to travel by common carrier; however, the traveler elects to travel by POC which is not to the GOV'T's advantage (par. C2150-8). The traveler arrives at the TDY location on 3 Jun, completing TDY assignment on the same day.					
Reimbursement is limited to the common carrier constructed cost.					
The maximum per diem rate for the TDY location is \$123 (\$77/ \$46) and the actual lodging cost is \$40. The 12-hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.					
The round-trip official POC distance is 1,500 miles (750 miles one-way). Parking fees are not authorized for this example.					
The traveler is paid \$478.27 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed GOV'T cost. The traveler is charged leave for the excess travel time, if appropriate, IAW appropriate personnel policy.					
<b>ITINERARY</b>					
<u>Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>POC Distance</u>
1 Jun	Residence	1st Stopover	\$137 (\$91/ \$46)	\$90	400
2 Jun	En Route	2nd Stopover	\$139 (\$93/ \$46)	\$75	300
3 Jun	En Route	TDY Station	\$123 (\$77/ \$46)	\$40	50
4 Jun	TDY Station	3rd Stopover	\$137 (\$91/ \$46)	\$80	400
5 Jun	En Route	4th Stopover	\$127 (\$81/ \$46)	\$85	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50
<b>REIMBURSEMENT</b>					
<b>ACTUAL POC TRAVEL COST</b> (including per diem on travel day to and from Location B)					
Day 1	\$90 (highest stopover lodging cost) + (75% x \$46) =				\$ 124.50
Day 2	\$40 + \$46 (Arrive TDY location) =				\$ 86.00
<b>Per Diem for Travel from Location A (residence) to Location B (TDY) - \$210.50</b>					
Day 3	\$46 x 75% (use TDY MI&E rate) =				\$ 34.50
<b>Per Diem for Travel from Location B (TDY) to Location A (residence) - \$34.50</b>					
Transportation Costs	Round-trip TDY mileage – 1,500 miles x \$0.51/mile =				\$765.00
	Round-trip tolls				\$ 12.00
<b>Actual POC Travel Cost Total</b>					<b>\$1,022.00</b>
<b>COMMON CARRIER CONSTRUCTED COST</b> (including per diem on travel days to and from Location B)					
Day 1	\$40 (lodging cost) + (75% x \$46) =				\$ 74.50
Day 2	\$40 + \$46 (TDY location) =				\$ 86.00
Day 3	75% x \$46				\$ 34.50
Transportation Costs	1 round-trip air coach ticket (including GOV'T-paid tax)				\$163.27
	Shuttle costs between airport and hotel (\$20.00 each way, par. C2101-A)				\$ 40.00
	Taxicab costs between residence and airport (\$40.00 each way, par. C2101-B)				\$ 80.00
<b>Constructed Common Carrier Travel Cost Total</b>					<b>\$478.27</b>

**EXAMPLE 2**

**TDY Per Diem and POC TDY Mileage Computation**

An official traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). A determination is made that POC use is to the GOV'T's advantage. The traveler is authorized to travel using POC in the GOV'T's interest and arrives at the TDY location on day 3, completing the TDY assignment on the same day.

Reimbursement is **not** limited to the common carrier constructed cost.

The round-trip official POC distance is 1,700 miles (850 miles one-way) requiring three travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example.

The traveler is paid \$1,417 (actual travel cost by POC) since POC was authorized as being to the GOV'T's advantage.

**ITINERARY**

<u>Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>POC Distance</u>
1 Aug	Residence	1 <sup>st</sup> Stopover	\$134 (\$88/ \$46)	\$60	400
2 Aug	En Route	2 <sup>nd</sup> Stopover	\$123 (\$77/ \$46)	\$50	400
3 Aug	En Route	TDY Station	\$134 (\$88/ \$46)	\$65	50
4 Aug	TDY Station	3 <sup>rd</sup> Stopover	\$123 (\$77/ \$46)	\$50	400
5 Aug	En Route	4 <sup>th</sup> Stopover	\$134 (\$88/ \$46)	\$60	400
6 Aug	En Route	Residence	Use 4 <sup>th</sup> stopover MI&E		50

**REIMBURSEMENT**

**ACTUAL POC TRAVEL COST**

(including per diem on travel days to and from Location B)

Day 1	\$60 + (75% x \$46) (1 <sup>st</sup> stopover MI&E rate and lodging cost) =	\$ 94.50
Day 2	\$50 + \$46 (2 <sup>nd</sup> stopover lodging cost and MI&E rate) =	\$ 96.00
Day 3	\$65 + \$46 (Arrive TDY location) =	\$111.00
<b>Per Diem for Travel from Location A (residence) to Location B (TDY) = \$301.50</b>		
Day 4	\$50 + \$46 (Depart TDY location 3rd stopover lodging cost) =	\$ 96.00
Day 5	\$60 + \$46 (4th stopover M&IE rate and lodging cost) =	\$106.00
Day 6	75% x \$46 (Use 4th stopover MI&E rate) =	\$ 34.50
<b>Per Diem for Travel from Location B (TDY) to Location A (residence) = \$236.50</b>		
Transportation Cost	Round-trip TDY mileage – 1,700 miles x \$0.51/mile =	\$867.00
	Round-trip tolls =	\$ 12.00
<b>Actual Travel Cost by POC Total</b>		<b>\$1,417.00</b>

E. Mixed Modes

1. General. All official travel must be:

- a. Arranged IAW pars. C2203-A and B; and
- b. Reimbursed IAW par. C2203-D.

2. To the GOV'T's Advantage

a. If an official traveler is authorized POC travel as being to the GOV'T's advantage and travels partly by POC and partly by common carrier, the official traveler is authorized:

- (1) The authorized TDY mileage rate for the distance traveled by POC,
- (2) The cost of transportation purchased through a CTO, *and*
- (3) Per diem for actual travel.

The total amount may not exceed the TDY mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (TDY mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

3. Not to the GOV'T's Advantage. If an official traveler is not authorized POC travel as being to the GOV'T's advantage and travels partly by POC for personal convenience and partly by common carrier, the official traveler is authorized:

- a. The authorized TDY mileage rate for the distance traveled by POC,
- b. The cost of transportation purchased through a CTO, and
- c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem. See par. C2198-B3 for authorized travel.

## SECTION 1: TRAVEL AND TRANSPORTATION POLICY

### C2200 TRAVEL/TRANSPORTATION POLICY

A. General. It is Gov't policy that coach (less than first/business) class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.

B. Travel Prudence. *A traveler must exercise the same care in incurring expenses as would a prudent person traveling on personal business.*

C. GSA City-pair Airfares. See APP P.

D. Official Travel. Transportation procured and/or paid for by the GOV'T may be used only for that portion of a trip properly chargeable to the GOV'T. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility. To avoid confusion, misrouting and misuse of city-pair airfares or other airfares limited to official GOV'T business and/or GOV'T funds, travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.

Example 1: A traveler is TDY from Washington, DC, to Dallas, TX, but must be routed through Denver, CO, to accompany a handicapped traveler whose PDS is Denver. The only TDY location is Dallas, but the order must show the routing through Denver is for official business. The travel document must clearly state that the circuitous routing is for official business, at GOV'T expense, and city-pair airfares are authorized.

Example 2: A traveler TDY from Ramstein AB, GE, to Fort Bragg, NC, is authorized personal/leave travel en route to Miami, FL, on the return trip. The travel order must clearly identify Miami as a personal/leave location and state that excess cost is the traveler's expense and that neither city-pair airfares nor other airfares restricted to official GOV'T business may be used to or from Miami since Miami is not an official location.

F. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel-related regulations.

\*G. Accommodations. ([FTR §301-72.2](#)) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See par. C7455-H for the definition of "special needs". A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the employee's or DoD COMPONENT's needs require use of these accommodations.

H. Non-U.S.-certificated Carrier Reimbursement. A traveler may not be reimbursed for travel at personal expense on non-U.S.-certificated aircraft/ships, except as specified in par. C2204-B or C2205-F.

I. Dependents' Seating. Each dependent is authorized a seat.

J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer accompanied baggage between airlines), then the traveler is not required to use the non-interlining airline, even if less expensive.

**\*NOTE 1:** *This does not apply to AMC Patriot Express (Category B) flights nor does it permit violation of the ['Fly America'](#) Act.*

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

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

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

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

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

## SECTION 2: ARRANGING OFFICIAL TRAVEL

### C2203 ARRANGING OFFICIAL TRAVEL

#### A. CTO Use

##### 1. Mandatory Policy

a. *It is MANDATORY DoD policy that all DoD travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy-/coach-class tickets purchased at GOV'T expense without prior proper authority.*

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

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

2. DoD Component Regulations. See DoD COMPONENT written material for CTO use information.

##### 3. Failure to Follow Written Material

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

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

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

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

#### B. Requirements

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

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

2. All travel arrangements must be made IAW:

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

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

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

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

D. Transportation Reimbursement

1. CTO Available. When a DTMO-contracted CTO (or GSA-contracted TMC if there is no DTMO-contracted CTO available) is available but not used by the traveler, reimbursement for the transportation cost is NTE the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.

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

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

***NOTE 2: DoDFMR, DoD 7000.14-R, Volume 9, Chapter 3, par. 031003 (available at: [http://comptroller.defense.gov/fmr/09/09\\_03.pdf](http://comptroller.defense.gov/fmr/09/09_03.pdf)) indicates the purposes for which a DoD GTCC may be used. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant order must be provided to the DTMO-contracted CTO before ticketing. An electronic DTS generated order suffices to meet this requirement. A DTMO-contracted CTO may issue tickets for official travel authorized by proper oral, letter, or message authority, if travel must begin or is performed before a written order is issued. The official who directed the travel is responsible for promptly providing a confirmatory order to the DTMO-contracted CTO.***

## SECTION 3: COMMERCIAL AIR TRANSPORTATION

### C2204 COMMERCIAL AIR TRANSPORTATION

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***It is MANDATORY DoD policy that all DoD travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel.*** Par. C2203-D includes reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T or GOV'T-procured transportation under this Part. ***NOTE: Grantees cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

#### B. Service Class

1. General. GOV'T policy is that:

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

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

c. The AO may authorize/approve the following:

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

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

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

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

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

- e. First-class airline accommodations may be used at GOV'T expense only as permitted in par. C2204-B3.
- f. Business-class accommodations may be used at GOV'T expense only as permitted in par. C2204-B4.
- g. See par. C2000-A2 regarding authorizing other than economy-/coach-class transportation before or after travel.
- h. If an airline flight has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy airfares are available in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for other than economy-/coach-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.
- i. Less than minimum standards may be authorized as permitted in par. C2200.

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

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

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

- a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a traveler IAW par. C2204-A3. [DoDD 4500.09E, par. E3, Encl 3, 11 September 2007](#) for a DoD traveler.
  - (1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.
  - (2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.
  - (3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. ***Re-delegation may be no lower than to the three-star major commanders.***
- b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approval authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain approval for their own business-class travel from the next higher approval authority (par. C2000-A2).

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

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

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

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

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

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

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

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

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

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

f. When a non-Federal source makes full payment for the transportation services in advance of travel (Joint Ethics Regulation (JER), [DoD 5500.7-R](#), at [http://www.dod.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html)). One of the preceding criteria also must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The order must state that transportation services have been paid in advance by a non-federal source.

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

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

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

b. See par. C2000-A2c for Medical Reasons.

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

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

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

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

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

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

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

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

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

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

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

**NOTE 2:** *The "length of flight (14, 20, 30, 40 hours)" is not sufficient justification to authorize other than economy-/coach-class accommodations. The justification must be that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using 'length of flight' to justify business-class accommodations, the business-class authorizing/approving official must ensure the order clearly annotates when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-/economy-class and business-class accommodations.*

**NOTE 3:** *The AO must certify that the options contained in NOTE 1 in par. C1060 have been read and considered if par. C2204-B4d is placed on the order IAW APP I4, par. A2, item 16 (c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT leave, Emergency Leave, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.*

**NOTE 4:**

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

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

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

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

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

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

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

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

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

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

a. Travel Order. See par. C2000-A2a.

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

C. U.S.-certificated Air Carrier Use

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

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

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

a. The carrier performs the required commercial air transportation, and

b. The service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,

(2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,

(3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or

\* (4) The only U.S.-certificated air carrier service available between points in the CONUS or non-foreign OCONUS location and foreign OCONUS points ([49 USC §40102](#)) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (a brief non-work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen 629 \(1977\)](#)).

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

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

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

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

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

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

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

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

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

(1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or

(2) Extend travel time by at least 6 hours or more; or

(3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

### EXAMPLES

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

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

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

- h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

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

- k. Only first class accommodations can be furnished by a U.S.-certificated air carrier, but less than first-class accommodations are available on a non-U.S.-certificated air carrier ([60 Comp. Gen. 34 \(1980\)](#)).
- l. The total delay, including delay travel initiation from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-U.S.-certificated service was used ([56 Comp. Gen. 216 \(1977\)](#)).
- m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) ([56 Comp. Gen. 629 \(1977\)](#)).
- n. The traveler's transportation is paid for in full by a non-Federal source IAW the Joint Ethics Regulation (JER), [DoD 5500.7-R](#), at [http://www.dod.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html).

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

4. Air Travel Schedule Selection

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

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

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

**Example**

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

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

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

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

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

## SECTION 4: COMMERCIAL SHIP TRANSPORTATION

### C2205 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only as prescribed in par. C2205-B. A traveler travels by car ferry IAW par. C2166. See par. C2000-A2b. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

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

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

***NOTE: See par. C2000-A2c for medical reasons.***

C. Ship Accommodations. A traveler authorized to travel by ship at GOV'T expense must use the least costly room accommodations. More costly ship accommodations at GOV'T expense must be authorized/approved IAW par. C2205-D. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is normally charged 1.5 times the per person rate when not sharing the room.

D. Authorization/Approval for more Costly Ship Accommodations Use at GOV'T Expense. ***NOTE: See par. C2000-A2b.***

1. Authorization/Approval. More costly accommodations use, under the circumstances in par. C2205-E, may be authorized/approved IAW par. C2204-B2.
2. Requirements. See par. C2000-A2a.

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

1. Less costly accommodations are not available.
2. See par. C2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
  - a. A traveler whose use of less costly accommodations would entail danger to the traveler's life or GOV'T property.
  - b. Protective detail agent accompanying an individual authorized to use more costly accommodations.
  - c. A courier and/or control officer accompanying controlled a pouch or package and adequate lower cost accommodations are not available.

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

F. U.S. Registry Ship Use

\*1. General. U.S. Registry ships must be used except as provided in pars. C2205-F2 and C2205-F3 ([46 USC §55302](#)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay ([57 Comp. Gen. 546 \(1978\)](#)). When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a non-U.S. registry ship ([B-190575, 1 May 1978](#)).

2. U.S. Registry Ship Use Impracticable. When using a U.S. registry ship would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 explaining why a U.S. registry ship is impracticable must be provided to the traveler to justify transportation reimbursement. Travel authorization/order endorsements are acceptable.

3. U.S. Registry Ship Unavailable. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 is used explaining why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. Travel authorization/order endorsements are acceptable.

4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on U.S. registry ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

## SECTION 5: TRAIN TRANSPORTATION

### C2208 TRAIN TRANSPORTATION

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

#### B. Train Class Accommodations

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

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

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

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

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

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

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

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

\*2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when to the GOV'T's advantage and/or required for security reasons. Extra-fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train. An extra-fare train, authorized/approved by the AO, is to the GOV'T's advantage. No further agency authority is needed. If the lowest class available is first-class, the AO must comply with the par. C2000-A2 requirements for other than economy-/coach-class travel. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only IAW pars. C2208-D and C2208-E ([FTR §301-10.164](#)) ([CBCA 2046-TRAV, 20 October 2010](#)).

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

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

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

2. Requirements. See par. C2000-A2a.

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

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

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

2. Use of Other than Economy-/Coach-class Accommodations Is Necessary to Accommodate a Medical Disability/Special Need. See par. C2000-A2c and APP H4.

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

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

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

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

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

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

- b. A protective detail agent accompanying an individual authorized other than economy-/coach-class train accommodations.
  - c. A courier and/or a control officer accompanying controlled pouches or packages and a lower other than economy-/coach-class is not available.
4. Coach-class accommodations on an authorized/approved foreign country rail carrier do not provide adequate sanitation or do not meet health standards.
5. Required because of agency mission.

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

**\*C2210 COMMERCIAL PASSENGER TRANSPORTATION ([FTR, §301-72.3](#))**

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

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

1. General

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

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

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

2. Purchasing Transportation. The traveler is required to follow par. C2204-A, governing the use of economy-/coach-class accommodations when purchasing commercial transportation paid for by the GOV'T.

\*3. Reimbursement ([FTR, §301-72.204](#))

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

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

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

\*B. Transportation Request (GTR) Not Available ([FTR §301-51.100](#)). See par. C2253.

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

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

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

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

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

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

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

### C2215 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE ([FTR, §301-10, Subpart E](#))

\*A. General. Par. C2204 applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 id. 116 \(1941\)](#)). If there is doubt as to the applicable transportation mode for constructed cost purposes, an appropriate transportation officer must determine the applicable mode. Except for POC travel for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization/order, reimbursement is subject to the conditions and restrictions stated in par. C2215.

B. GOV'T/GOV'T-procured Air Transportation Available. When GOV'T/GOV'T-procured air transportation use is required under pars. C2001-D3 through C2001-D6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available GOV'T/GOV'T-procured air transportation. Constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between the origin and destination, the constructed cost is limited by the policy-constructed airfare (APP A) (with the exception noted in par. C2204-B1h). City-pair airfare transportation is presumed available if there is city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

**NOTE:** *GOV'T/GOV'T-procured air transportation is not available when:*

- 1. An AO determines that GOV'T and/or GOV'T-procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;*
- 2. GOV'T and/or GOV'T-procured air transportation use would involve circuitous travel or undue inconvenience; or*
- 3. Travel via aircraft is inadvisable medically.*

The lower-priced transportation mode is the reimbursement limit if appropriate GOV'T and GOV'T-procured transportation are both available. If only GOV'T-procured transportation is available, its cost is the reimbursement limit.

C. GOV'T/GOV'T-procured Air Transportation Not Available. When GOV'T/GOV'T-procured air transportation are not available, reimbursement for the transportation used must not exceed the policy-constructed airfare (APP A) available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive first-class passenger accommodations on a commercial ship.

D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships. *There is no reimbursement (for any journey leg) for transportation cost when unauthorized/unapproved non-U.S.-certificated/registry carrier (or ship) service is used. If U.S.-certificated/registry carrier or ship service is available for an entire trip and the traveler uses a non-U.S.-certificated/registry carrier or ship for any part, or all, of the trip, the transportation cost on the non-U.S.-certificated/registry carrier or ship is not payable ([FTR §301-10.143](#)).*

E. Computation. Except as prohibited in pars. C2204-C and C2204-D, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. The traveler is paid whichever (actual or constructed) is less. The authorized transportation mode means the transportation mode that would have been furnished IAW JTR. Constructed reimbursement for taxicab fares, plus tip or public transit system fares, must not exceed the amount that would have

been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the GOV'T-offered Air Transportation Cost. Dependent travel reimbursement is subject to the limitation on the travel authorization/order, if any, under par. C2001-D1.

**PART I: MILEAGE & MALT RATES**

**C2500 TDY AND LOCAL TRAVEL**

A. TDY Mileage Rate

1. TDY mileage rates for local and TDY travel are:

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

2. Non-Motorized Transportation Mode

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

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

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

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

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

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

B. MALT Rate

1. **Effective 1 July 2011**, the MALT rate per authorized POC is \$.235/mile. The MALT rate in effect from 1 January – 30 June 2011 was \$.19/mile.

2. The \$.235/mile rate is effective for all PCS travel that commences on or after 1 July 2011 (i.e., the initial travel is started).

3. PCS travel that commenced prior to 1 July 2011 must be paid at the old rate (\$.19/mile) even if the travel was not completed until after 1 July 2011.

4. Par. C5050 clarifies general information and reimbursement ICW MALT.

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

**NOTE2:** *Par. C5050-A2 explains when more than one employee travels as an authorized traveler in a POC.*

**C2510 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES**

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

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

## 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.*** See 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. See 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 BCBA 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:

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

\*c. Return to the PDS. Per diem ICW transportation delays at the PDS may be paid in certain extremely limited weather-related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location, See CBCA 2371-TRAV, 18 May 2011.

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. See 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 unless an AEA is prescribed. Receipts for lodging are required (see par. C1310 and DoDFMR 7000.14-R, Volume 9).

***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). See 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. See 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).

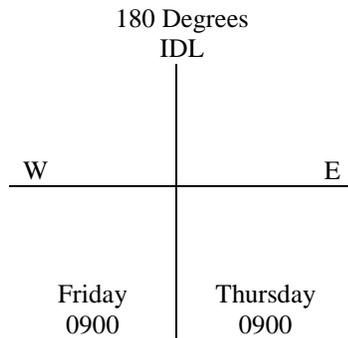
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required. See 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.

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

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

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

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



See 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 at what location the traveler is lodged, the \$3.50 must be stated on the order for it to be paid for travel beginning on or after 1 July 2009. The \$3.50 IE rate does not apply on any day the employee is traveling.

c. Joint Task Force (JTF) Operations. See 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: See 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 are payable (\$5 in CONUS,; or the locality IE or \$3.50 OCONUS) .***

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. See par. C4555-II for double occupancy. See 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. See 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. GSBICA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBICA also indicated that for the first and last TDY days, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBICA 16652-TRAV, 26 August 2005.*

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

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

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 (GSBICA 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.*

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

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:
<b>First day</b> (departure day from Location C and arrival day in Location D): \$110 (lodging cost) + \$46 (M&IE) = \$156/day plus lodging tax ( <b>NOTE</b> )
<b>Second and third day:</b> \$110 (lodging cost) + \$46 (M&IE) = \$156/day x 2 days = \$312 plus lodging tax ( <b>NOTE</b> )
<b>Return day to Location C:</b> \$25 (lodging cost) + \$38 (M&IE) = \$63
<b>NOTE:</b> 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](http://www.gsa.gov/statetaxforms)) lists jurisdictions in which lodging tax-exemption may be offered.

#### C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On a day that all meals and 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. See 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 (see 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. See 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:*** See 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. Follow Service/Agency procedures for making lodging arrangements. See 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 (see 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. See 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. See par. C4550-F3 for the current Standard CONUS per diem rate.

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

1. Example 1-TDY Travel

<b>Example 1: TDY Travel</b>		
An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. 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>
<b>AMOUNT DUE EMPLOYEE</b>		<b>\$685.00</b>
Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum <u>per diem rate</u> for the locality concerned. This example uses the Standard CONUS per diem rate of \$123 (\$77/ \$46). <b>Day 1</b> (departure day) - the applicable per diem rate is the lodging cost (\$40) plus 75% of the M&IE rate (\$46) (\$34.50) for that day; pay \$74.50. <b>Days 2 - 6</b> - the applicable per diem is lodging cost (\$40) plus the M&IE rate (\$46) x the number of days (5); pay \$430. <b>Days 7 - 8</b> - the applicable per diem is the lodging cost (\$4) plus the M&IE rate (\$46) x the number of days (2); pay \$100. <b>Day 9</b> - the applicable per diem is the M&IE rate (\$46) plus the lodging cost (\$0), pay \$46. <b>Day 10</b> (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$46); pay \$34.50. The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.		

2. Example 2-TDY Travel

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

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

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

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

<b>Example 4</b>			
<b>TDY Travel Involving IDL without a 'Lost' Day</b>			
<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&amp;IE for one 8/25 date.  <b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b></p>			
<b>ITINERARY</b>			
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	
<b>REIMBURSEMENT</b>			
<b>(Actual and Constructed Cost Comparison)</b>			
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
<b>TOTAL</b>			<b>\$1,380</b>

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

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

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

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

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

Quick Reference - Per Diem TDY Travel of More Than 12 Hours Footnotes: See Table # 4						
(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 (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 (U.S. INSTALLATION) when traveler occupies GOV'T QTRS.	Each whole day at a CONUS TDY locality (U.S. INSTALLATION) when the traveler elects not to occupy available GOV'T QTRS.	Each whole day at a CONUS location at which the employee is authorized a reduced per diem rate.
<b>Per Diem for Whole Days of Travel</b> <sup>5/</sup>	M&IE applicable to CONUS TDY locality (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/6</sup> .	M&IE plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at the TDY locality rate, or PMR plus \$5 if the AO specifies the PMR for deductible meals <sup>6/</sup> . See par. C4554-A for M&IE rate determination.	M&IE applicable to the CONUS TDY locality, plus the lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/</sup> . If one or two deductible meals are provided, M&IE is PMR plus \$5 <sup>2/6</sup> . See par. C4554-B.	M&IE, plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5, or, (3) PMR <sup>6/9/10/</sup> , plus \$5. There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	M&IE, plus the occupied lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/ 7/</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5, (3) PMR <sup>6/9/10/</sup> plus \$5. There is no per diem when field duty is involved (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. <sup>2/ 5/7/</sup>

Quick Reference - Per Diem TDY Travel of More Than 12 Hours Footnotes: See Table # 4						
(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 (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 (U.S. INSTALLATION). Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.	Each whole day at an OCONUS location at which the employee is authorized a reduced per diem rate.
<b>Per Diem for Whole Travel Days</b> <sup>5/</sup>	The OCONUS TDY locality M&IE <sup>3/</sup> (unless the AO specifies the PMR based on deductible meals), plus the lodging <sup>4/</sup> cost NTE the TDY locality maximum lodging ceiling.	M&IE plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at the meal rate prescribed for the TDY locality plus locality IE, or PMR plus locality IE if one or two deductible meal(s) is/are provided <sup>1/6/</sup> . See par. C4554-A for M&IE rate determination.	The OCONUS TDY locality M&IE <sup>3/</sup> , plus lodging <sup>4/</sup> cost NTE the TDY locality maximum lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE or \$3.50 IE <sup>3/</sup> if one or two deductible meal(s) is/are provided <sup>6/</sup> . <sup>2/6/</sup> . See par. C4554-B.	M&IE plus GOV'T QTRS cost <sup>11/</sup> . M&IE may be at (1) TDY locality meal rate, (2) Standard GMR <sup>8/</sup> , (3) PMR <sup>6/9/10/</sup> . Add the locality IE or \$3.50 IE <sup>3/</sup> . There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	M&IE plus occupied lodging cost NTE the TDY locality maximum lodging ceiling. <sup>4/7/</sup> M&IE may be at (1) The TDY locality meal rate, (2) Standard GMR <sup>8/</sup> , (3) PMR <sup>6/9/10/</sup> . Add the locality IE or \$3.50 IE <sup>3/</sup> There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. <sup>4/ 5/7/</sup>

Quick Reference - Per Diem TDY Travel of More Than 12 Hours (4) Day(s) of Return to PDS					
	A	B	C	D	E
	Arrived at the PDS on the same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On the departure day from the TDY location, overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location at which reduced per diem was authorized.
<b>Per Diem for the Return Day to the PDS<sup>5/</sup></b>	75% of the last TDY locality M&IE rate. <sup>1/</sup>	For departure day from the TDY location, the last TDO locality M&IE. Arrival day at the PDS is 75% of the last TDY locality M&IE rate. <sup>1/</sup>	For departure day from the TDY location, M&IE, plus lodging <sup>2/, 5/</sup> cost NTE the stopover locality maximum lodging ceiling. For the PDS arrival day, 75% of the stopover locality M&IE rate. <sup>1/</sup>	The lodging cost NTE the locality maximum lodging ceiling for the location at which lodging was obtained if authorized/ approved by the AO, plus 75% of that same locality M&IE rate. See 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**

**Change 552  
10/01/11**

**C4B-27**

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**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. Since 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.

<b>COMPUTATION EXAMPLE</b>			
<p>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).</p>			
<p><b>(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)):</b></p>			
<p>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.</p>			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee:	<b>\$61</b>	<b>\$85</b>	<b>\$146</b>
Employee's spouse	<b>\$61</b>	<b>\$85</b>	<b>\$146</b>
Child (age 12 or older)	<b>\$61</b>	<b>\$85</b>	<b>\$146</b>
Child (under age 12)	<b>\$30.50</b> (\$61 x 50%)	<b>\$42.50</b> (\$85 x 50%)	<b>\$ 73</b>
Max daily amt that may be paid for costs incurred by employee and 3 dependents	<b>\$213.50</b>	<b>\$297.50</b>	<b>\$511</b>
<p><b>(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$213.50 for M&amp;IE and NTE \$297.50 for lodging), as follows:</b></p>			
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).		

<p>(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 <b>per diem rate</b>, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31<sup>st</sup> through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:</p>			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee	<b>\$36.60</b> (\$61 x 60%)	<b>\$51</b> (\$85 x 60%)	<b>\$87.60</b>
Employee's spouse	<b>\$36.60</b> (\$61 x 60%)	<b>\$51</b> (\$85 x 60%)	<b>\$87.60</b>
Child (age 12 or older)	<b>\$36.60</b> (\$61 x 60%)	<b>\$51</b> (\$85 x 60%)	<b>\$87.60</b>
Child (under age 12)	<b>\$18.30</b> (\$61 x 30%)	<b>\$25.50</b> (\$85 x 30%)	<b>\$43.80</b>
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	<b>\$128.10</b>	<b>\$178.50</b>	<b>\$306.60</b>
<p>(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&amp;IE and NTE \$178.50 for lodging), as follows:</p>			
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).		

## SECTION 4: HHG STORAGE

### C5190 STORAGE IN TRANSIT (SIT)

**NOTE:** For a PCS move made under an order with an effective date on/after 1 August 2011, the maximum total time limit for SIT is 150 days for CONUS-CONUS shipment and 180 days for OCONUS origin and/or destination HHG shipment ([FTR §302-7.9](#)).

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

#### B. Time Limitation

1. General. SIT (ICW authorized HHG transportation) should not exceed 60 days (CONUS-CONUS) and 90 days (to/from OCONUS) unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense AGENCY designated official. Under no circumstances may a Service/Agency authorize/approve temporary storage at GOV'T expense for CONUS to CONUS shipments exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS). If no additional storage is authorized/approved, the employee is financially responsible for additional storage expense ([FTR §302-7.9](#)).

2. Justification ([FTR §302-7.10](#)). Acceptable justification for the additional 90-day SIT period (par. C5190-B1 and **NOTE** after par. C5190 heading) includes:

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

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

C. Reimbursement ([FTR §302-7.107-110](#)). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified warehouse bill copies, are required for individual expenses of \$75 or more IAW DoDFMR 7000.14-R, Volume 9. See par. C1310.

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

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

### C5191 180 DAY SIT LIMIT EXTENSION

A. General. The maximum SIT limit of 150 days (CONUS) or 180 days (to/from OCONUS) authorized in par. C5190 is generally adequate for most PDT.

B. Requirements. *Only in very limited circumstances can SIT be authorized beyond 150/180 days as applicable, (i.e., when the maximum SIT period is insufficient for an employee on a PCS that is interrupted by an en route TDY assignment to a location such as Afghanistan or Iraq (CBCA 875-RELO, 9 January 2008)).* A SIT extension request must be submitted by the employee's AGENCY/command to PDTATAC for determination. Documentation required is the AGENCY's/command's requesting memo, copies of the TDY and PCS orders, and the previous second 90-day SIT authorization/approval by the Service/Defense AGENCY designated official. The requesting memo must indicate the reason(s) for SIT beyond 150/180 days as applicable, scheduled TDY assignment duration, and the additional SIT days required by the employee.

C. Authority. PDTATAC may authorize/approve extensions of the 150/180-days as applicable SIT period for the TDY assignment duration, plus 90 additional days, on a case-by-case basis (**NOTE: Involving Iraq and Afghanistan**) IAW GSA Waiver Memo dated 28 June 2005.

D. Submission Process. Three submission options are available to the employee's command to request SIT beyond 150/180 days as applicable. Extension requests should be submitted via the AGENCY's Civilian Advisory Panel (CAP) member. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the [Per Diem Committee website](#) by clicking on the Telephone Directory Tab.

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

2. Mail:

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

E. Restrictions. In no case may the maximum time limit for SIT exceed 180 days. SIT beyond 150/180 days as applicable is not authorized for any reason listed in par. C5190-B2 or ICW a TCS order IAW par. C5715.

### C5195 NON-TEMPORARY STORAGE (NTS)

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

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

2. Agreement and Liability Conditions

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

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

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

a debt due to the GOV'T is IAW finance regulations.

3. Authority

a. NTS is allowed when the official designated by the Service/Defense AGENCY determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

- (1) Available housing at the PDS can accommodate the HHG,
- (2) Adequate housing is available within daily commuting distance, or
- (3) It is for the employee's convenience.

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

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

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

a. NTS at GOV'T expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

b. Eligibility for NTS at GOV'T expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at GOV'T expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90<sup>th</sup> day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

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

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

6. Storage Place. The transportation officer determines the NTS location.

\*7. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See APP A, NON-TEMPORARY STORAGE (NTS).

8. Documentation

a. NTS authority must be in the PCS order.

b. The transportation officer prepares a Service Order for Personal Property ([DD Form 1164](#)) under the [DTR 4500.9-R, Vol. IV, Ch 406, par. C](#), (<http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-406.pdf>) showing the HHG weight and date placed in NTS.

c. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense AGENCY for a decision.

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

1. General

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

b. The conversion of HHG from SIT to NTS, at GOV'T expense, and from storage at personal expense to NTS at GOV'T expense, may be authorized/approved when the employee is authorized the conversion IAW JTR.

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

a. Employee is not authorized to transport HHG to the PDS,

b. Employee is unable to use HHG at the PDS,

c. Storage is authorized in the GOV'Ts best interest, or

d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

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

a. NTS, at GOV'T expense, may be authorized for a period NTE the tour of duty.

b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at GOV'T expense may continue until the beginning of the 2nd month after the month that eligibility ends *unless* the losing OCONUS command extends the period.

d. The losing OCONUS command may extend the period of NTS at GOV'T expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

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

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

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

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

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

(2) The original warehouse inventory receipt.

b. The gaining OCONUS personnel office must:

(1) Establish an employee NTS HHG file that:

(a) Is separate from official personnel records;

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

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

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

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

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

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

6. Removing HHG from NTS

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

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

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

c. Employee-paid Expenses

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

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

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

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

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

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

1. Storage between School Years

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

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

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

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

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

(4) Storage is in lieu of:

(a) GOV'T QTRS occupancy,

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

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

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

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

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

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

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

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

D. NTS Converted to SIT

1. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the employee's request to SIT, in whole or in part if the employee is authorized transportation/NTS under an order.
2. The conversion is at GOV'T expense. ***However, any storage cost accruing for periods in excess of 180 days are the employee's financial responsibility.***
3. Unless otherwise provided in par. C5191, no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

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

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

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

**ACADEMY, SERVICE** (*Uniformed Member Only*). The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

#### ACCOMMODATIONS

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

#### B. Common Carrier

##### 1. Other Than Economy-/Coach-Class

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

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

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

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

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

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

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

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

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

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

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

**ACTIVE DUTY FOR TRAINING (ADT) (Uniformed Member Only).** Full-time training duty in the active military service for the purpose of training a Ready Reserve member to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary Concerned.

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

**ACTUAL RESIDENCE (Civilian Employee Only).** The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record." For a separating employee concluding an OCONUS assignment, the "actual residence" is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T (GSBCA 16265-RELO, 19 December 2003).

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

## AGENCY

A. **Includes:**

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

B. Does NOT include a/an:

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

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

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

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

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

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

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

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

**ATTENDANT**. An attendant:

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

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

**AUTHORIZE(D)**

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

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

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

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

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

### **BAGGAGE**

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

B. GOV'T material may be included.

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

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

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

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

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

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

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

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

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

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

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

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

### **CALENDAR DAY**

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

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

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

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

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

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

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

A. Standard City-Pair Airfare (YCA):

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T. Also called a Travel Management Center (TMC) under GSA's program.

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

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](http://dtod.sddc.army.mil) at [dtod.sddc.army.mil](http://dtod.sddc.army.mil).

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

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

**DEPENDENT (*Uniformed Member Only*).** Defined by 37 USC §401.

**NOTE: Exception. For authorization purposes under JFTR**

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7115-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U5242-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);
3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (**Exception NOTES above.**)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, B-

177061/B-177129, 13 December 1974) **NOTE:** *A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.*;

4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; **NOTE:** *A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.*;
8. For transportation authorized in JFTR, par. U5215-B,
  - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
  - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
  - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or
  - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;
10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;
11. For a dependency determination made on or after 1 July 1994, an unmarried person who:
  - a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
    - (1) Has not attained age 21, or
    - (2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

- (3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and
- b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary Concerned; and
- c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and
- d. Is not a dependent of a member under any other paragraph.
12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

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

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

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

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

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

Common-Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." (DoDFMR, Vol. 7B, Glossary)

For dependency determinations, Service PoCs are listed in JFTR, par. U10104-G3.

#### Pertinent GSBCA decisions

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

**DEPENDENT/IMMEDIATE FAMILY (Civilian Employee Only).** Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Employee's domestic partner;
3. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting school year completion by other children. 50 Comp. Gen. 220 (1970); 66 id. 497 (1987).;

**NOTE 1:** *An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April 2004).*

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

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

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

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

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

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

*"Issues of marital status are determined by state law, James H. Perdue, GSBCEA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,*

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

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

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

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

**Pertinent GSBCEA decisions**

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

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

**DEPENDENT, COMMAND-SPONSORED (*Uniformed Member Only*)**

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

**DEPENDENT-RESTRICTED TOUR (*Uniformed Member Only*)**

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

member is not eligible to serve the accompanied tour. See DoDI 1315.18, par. E2.1.13.

## DESIGNATED PLACE

### A. **UNIFORMED MEMBER**

1. Except as used in Ch 6 (Evacuation Allowances):
  - a. A place in a CONUS/non-foreign OCONUS area;
  - b. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
  - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, U5222-D1 or U5222-F3;
  - d. The OCONUS place in the old PDS vicinity at which dependents remain under the JFTR, par. U5222-F3, while a member serves a dependent-restricted/unaccompanied tour;
  - e. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5900, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.
2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at GOV'T expense.
3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

### B. **CIVILIAN EMPLOYEE**. A place designated by the:

1. Commander concerned,
2. Commander's designated representative, or
3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE** (*Civilian Employee Only*). The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

**DETACHMENT** (*Uniformed Member Only*). A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

### **DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES** (*Civilian Employee Only*)

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. **NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.**

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

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

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

## **DUTY STATION**

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

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

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

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

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

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

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

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

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

A. **UNIFORMED MEMBER**

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

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

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

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

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

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

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

**EMPLOYEE.** A civilian individual:

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

**ESCORT.** An escort:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **GEOGRAPHICAL LOCALITY**

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

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

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

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

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

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

### **GOVERNMENT CONVEYANCE**

A. Includes:

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

B. Does not Include:

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

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

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

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

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

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

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

#### **GOVERNMENT MEAL RATE (GMR)**

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

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

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

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

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

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

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

#### **GOVERNMENT QUARTERS (GOV'T QTRS)**

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

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

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;

2. Lodging or other QTRS obtained by GOV'T contract;
3. QTRS in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a **U.S. INSTALLATION** owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

**B. Adequacy Standards**

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

**GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD.** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**.

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

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

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.
3. A GTR obligates the GOV'T to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See **TRANSPORTATION REQUEST**.

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

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

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA

cards, and the traveler has liability for the use and payment of the account. *This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.*

#### GROUP MOVEMENT

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

**HIGHEST CONUS M&IE RATE.** Effective for travel by car ferry on/after:

1. 1 January 2005: \$51
2. 1 October 2005: \$64
3. 1 October 2009: \$71.

#### HOME OF RECORD (HOR) (*Uniformed Member Only*)

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

**HOME OF SELECTION (HOS) (*Uniformed Member Only*)**. The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JFTR, par. U5130-A1.

#### HOUSEHOLD GOODS (HHG)

##### A. UNIFORMED MEMBER

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.
2. Weight Additive. See JFTR par. U5310-E for an article involving a weight additive.
3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before

entering an IPCOT may be shipped when JFTR par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
- b. Spare POV parts, (e.g., car engine/transmission) not to exceed the member's administrative HHG weight allowance and a pickup tailgate when removed;
- c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
- d. Consumable goods for a member ordered to locations listed in APP F;
- e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
- f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
- g. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and
- i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
  - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
  - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));

- e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition (B-130583, 8 May 1957);
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

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

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

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

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f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);

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

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

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

e. HHG for resale, disposal or commercial use;

f. Privately owned live ammunition (B-130583, 8 May 1957); and

g. Boats (other than those in 3f above); and

h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

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

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**HOUSEHOLD GOODS WEIGHT ADDITIVE**

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

**HOUSE-HUNTING TRIP (HHT)** (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

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

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

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

**INTERVIEWEE** (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

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

1. Inactive duty that is:
  - a. Duty prescribed for an RC member by the Secretary Concerned, or
  - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

***NOTE 1:*** *This term does not include work or study for a correspondence course of a uniformed service.*

***NOTE 2:*** *For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.*

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

**INVITATIONAL TRAVEL**. See **TRAVEL, INVITATIONAL**.

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

**INITIAL ACTIVE DUTY TRAINING** (*Uniformed Member Only*). The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (Uniformed Member Only)**

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized (DoDI 1315.18).
6. For USCG, See Service directives.

**KEY BILLET (Uniformed Member Only) (DoDI 1315.18, paras. E2.1.30 and E3.2)**

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is
  - a. Joint Chiefs of Staff, PDUSD(P&R), or
  - b. The Secretary Concerned.
3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

**LAST DUTY STATION (Uniformed Member Only).** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

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

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

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

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

**MEMBER, UNIFORMED SERVICES**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.

2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

### **MILEAGE ALLOWANCE**

#### **A. Local and TDY Travel**

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2500.

#### **B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**)**

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

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

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

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

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

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

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

### **MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
  - a. house trailer,

- b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee or the member's/employee's dependents are part of the mobile home.

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

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

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

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

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

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

#### OCONUS

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

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

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

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

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

#### ORDER

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing,

authorizing, approving a traveler, or group of travelers, to travel,

2. Provides the traveler information regarding what expenses will be paid,
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and
4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

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

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

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

- a. Other than economy-/coach-class transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

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

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

**OVERSEAS.** See OCONUS.

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## PER DIEM ALLOWANCE

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
  - a. Is ***not*** covered in the locality per diem lodging ceiling, but
  - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. ***Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.***

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);
  - b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;

3. Laundry/dry-cleaning, and/or pressing of clothing when travel is to an *OCONUS location*;
4. Telegrams and telephone calls necessary to reserve lodging;
5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
6. Potable water and ice (28 Comp. Gen. 627 (1949));
7. Tax and service charges on any of the expenses in items 2.;
8. Tax and service charges for meals or any of the expenses listed in item F.; and
9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account.

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
  - a. 7 consecutive nights for a **UNIFORMED MEMBER**, and up to an average of \$2 per day; or
  - b. 4 consecutive nights for a **CIVILIAN EMPLOYEE**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is *not a reimbursable expense* for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

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

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

A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

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

**PERMANENT CHANGE OF STATION (PCS)**

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2146 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;
    - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
    - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
    - (4) Retirement; and
    - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS)**. Also called **OFFICIAL STATION**.

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.
2. Geographic Limits. The PDS geographic limits are:
  - a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For an invitational traveler:

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

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

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

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JFTR, par. U2146. See JFTR, par. U2146 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

(1) Retirement;

(2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;

(3) Release from active duty;

(4) Discharge, resignation, or separation, all under honorable conditions; or

(5) Temporary disability retirement.

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

1. For an employee:

a. The corporate limits of the city or town in which stationed, or;

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

2. For an invitational traveler:

a. The corporate limits of the city or town in which the home or principal place of business is located, or

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

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

#### PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

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

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

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the

induction station.

2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

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

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

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

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

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

**PORT OF DEBARKATION (POD)**

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

**PORT OF EMBARKATION (POE)**

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

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

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

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes. (*continued on next page.....*)

**UNIFORMED MEMBER ONLY:**

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when par. U5380-G applies if engine/transmission storage is required after HHG delivery to the

OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

**PREMIUM-CLASS (OTHER THAN ECONOMY-/COACH-CLASS).** See **ACCOMMODATIONS**.

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

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

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

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

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

**PRIVATELY OWNED CONVEYANCE (POC)**

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

**PRIVATELY OWNED (MOTOR) VEHICLE (POV)**

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
  - a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
  - b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

**PRIVATIZED HOUSING**

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

**PROCEED TIME (UNIFORMED MEMBER ONLY)**. A period of time that a member is authorized, by Service regulations, to delay in the execution of an order.

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

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

B. Exclusions. Excluded from PBP&E are:

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

C. MEMBER OR EMPLOYEE

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993).
2. The following items are PBP&E:
  - a. Reference material;
  - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
  - c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
  - d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), <http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf> ;
  - e. Individually owned or specially issued field clothing and equipment;
  - f. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and
  - g. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).
  - h. GOV'T-or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

D. MEMBER'S DEPENDENT SPOUSE

1. General
  - a. This is *not* applicable to an *employee's* dependent spouse.
  - b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.
2. The following items are PBP&E:
  - a. Reference material,
  - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
  - c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
  - d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

**PROPORTIONAL MEAL RATE (PMR).** The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

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

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

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

**RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)**

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See JTR, Ch 5, Part K, for eligibility and limitations.
3. See **PERMANENT DUTY TRAVEL**.

**REPEAT ORDER (UNIFORMED MEMBER ONLY).** See **ORDER**.

**RESERVE COMPONENT (RC).** The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

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

**SECRETARIAL PROCESS**

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under JFTR, par. U1010-B.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
  - a. Secretary of a Military Department,
  - b. Director of a Defense Component,
  - c. Director, Administration & Management for:

- (1) Office of the Secretary of Defense,
  - (2) Washington Headquarters Services,
  - (3) Organization of the Joint Chiefs of Staff,
  - (4) Uniformed Services University of the Health Sciences,
  - (5) U.S. Court of Military Appeals, and
- d. Designated representative for any of the above.

2. The Secretarial Process(es) is/are in administrative and/or procedural directives issued under JTR, par. C1002.

### **SECRETARY CONCERNED**

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

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

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

**SEPARATE DEPARTMENT (CIVILIAN EMPLOYEE ONLY)**. See Different/Separate Departments and Agencies.

**SEPARATED FROM THE SERVICE (UNIFORMED MEMBER ONLY)**. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SEPARATION TRAVEL (CIVILIAN EMPLOYEE ONLY)**. See **PERMANENT DUTY TRAVEL**.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (UNIFORMED MEMBER ONLY)**. Cost of maid service and fee for electricity.

**SERVICES**. See **UNIFORMED SERVICES**.

### **SHORT DISTANCE MOVE**

A. **UNIFORMED MEMBER**

1. A move:
  - a. Involving HHG drayage or shipment for a short distance between residences;

- b. To or from a NTS facility in the member's PDS area;
- c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. **CIVILIAN EMPLOYEE**. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV**. See **POV, SPARE PARTS**.

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

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

**STANDARD CONUS PER DIEM RATE**. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates](#) (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>), and
2. All CONUS locations when PDT is involved.

**STANDARD GOVERNMENT MEAL RATE (GMR)**

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

**STORAGE IN TRANSIT (SIT)**

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

**SUBSISTENCE EXPENSES**. The same items as those included under **PER DIEM ALLOWANCE**.

**SUBSISTING OUT (UNIFORMED MEMBER ONLY)**. The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEACHER (CIVILIAN EMPLOYEE ONLY)**. A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS) (CIVILIAN EMPLOYEE ONLY)**. The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

### TEMPORARY DUTY (TDY)

#### A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
  - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
  - d. Special Circumstances Travel. See JFTR, Ch 7.

#### B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
  - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
  - d. Special Circumstances Travel. See JTR, Ch 7.

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

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

#### **TEMPORARY LODGING FACILITIES**

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.
2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.
3. *Does not* include:
  - a. Facilities used primarily for rest and recuperation purposes, or
  - b. Unaccompanied officer and enlisted QTRS.

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT**.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anathath, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

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## TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

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

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

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

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

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

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

### TRANSPORTATION, POV

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

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

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

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

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

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

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

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

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

**TRAVEL, EMERGENCY (CIVILIAN EMPLOYEE ONLY).** Travel that results from:

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

**TRAVEL, INVITATIONAL**

1. Authorized travel by individuals either not employed by the GOV’T or employed (under 5 USC §5703) intermittently in the GOV’T’s service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV’T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

**TRAVEL MANAGEMENT CENTER (TMC)**

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

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

**TRAVEL, OFFICIAL**

1. Authorized travel and assignment solely ICW business of the DoD or the GOV’T.
2. Official travel may be performed:
  - a. Within/in the vicinity of a PDS;
  - b. To/from the actual residence to, from, or between PDSs; and

- c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
  - a. And delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business..
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER.** See **ORDER.**

**TRAVEL REQUEST (CIVILIAN EMPLOYEE ONLY).** A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)**

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

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

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

**UNACCOMPANIED BAGGAGE (UB).** See **BAGGAGE, UNACCOMPANIED.**

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

**UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)**

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).

3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour (DoDI 1315.18, par. E2.1.50).

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

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

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

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

**UPON SEPARATION FROM FEDERAL SERVICE (CIVILIAN EMPLOYEE ONLY).** All dates following the date an employee is separated from Federal Service.

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

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

#### **U.S. INSTALLATION**

1. A base, post, yard, camp or station:
  - a. Under the local command of a uniformed service,
  - b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
  - c. At which there are U.S. GOV'T operations.
2. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the **INSTALLATION**.

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

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

**YEARS OF SERVICE (UNIFORMED MEMBER ONLY).** Any service authorized to be credited in computation of basic pay under 37 USC §205.

**PART 1: DoD MEMBERS**

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

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

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

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

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

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

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

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

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

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

**NOTES:**

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

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

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

- 13.** PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DoDI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).
- 14.** USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DoDI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).
- 15.** May be accompanied by adult dependents age 18 years or older.

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APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

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

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/site/changesjftr.cfm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
Argentina, Buenos Aires	SOUTHCOM	Miami	*15 Jun 2013
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	28 Sep 2012
Bahrain, Manama	CENTCOM	Baltimore	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	*15 Jun 2013
Belarus, Minsk	EUCOM	Baltimore	<b>31 Jul 2009</b>
Belize, Belmopan	SOUTHCOM	Miami	*15 Jun 2013
Bolivia, La Paz	SOUTHCOM	Miami	*15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	31 Oct 2011

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
Brazil			
Brasilia	SOUTHCOM	Miami	*15 Jun 2013
Rio de Janeiro	SOUTHCOM	Miami	*15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	*15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	28 Sep 2012
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	27 May 2012
Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	27 May 2012
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	27 May 2012
Chile, Santiago	SOUTHCOM	Miami	*15 Jun 2013
China, Beijing	PACOM	Honolulu	15 Feb 2013
Colombia, Bogota	SOUTHCOM	Miami	*15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	*15 Jun 2013
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	27 May 2012
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	*15 Jun 2013
Havana (for USCG uniformed members only)	USCG	Miami	31 Jan 2012
Cyprus, Nicosia	EUCOM	Baltimore	31 Oct 2011
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	*15 Jun 2013
Ecuador, Quito	SOUTHCOM	Miami	*15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	*15 Jun 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Estonia, Tallinn	EUCOM	Baltimore	31 Oct 2011
Ethiopia, Addis Ababa	AFRICOM	Baltimore	27 May 2012
Fiji, Suva	PACOM	Honolulu	15 Feb 2013
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	27 May 2012
Georgia, Tbilisi	EUCOM	Baltimore	28 Sep 2012
Ghana, Accra	AFRICOM	Washington Dulles International Airport	27 May 2012
Greece			
Athens	EUCOM	Baltimore	31 Oct 2011
Larissa	EUCOM	Baltimore	28 Sep 2012
Greenland, Thule 1/	EUCOM	Baltimore	27 May 2012
Guatemala, Guatemala City	SOUTHCOM	Miami	*15 Jun 2013
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	*15 Jun 2013
Haiti, Port au Prince	SOUTHCOM	Miami	*15 Jun 2013
Honduras, Tegucigalpa	SOUTHCOM	Miami	*15 Jun 2013
Hong Kong	PACOM	Los Angeles	15 Feb 2013
India, New Delhi	PACOM	Honolulu	15 Feb 2013
Indonesia, Jakarta	PACOM	Honolulu	15 Feb 2013
Iraq ( <i>eff 2 May 2011</i> )	EUCOM	Baltimore	1 May 2013
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	*15 Jun 2013
Jordan, Amman	CENTCOM	Baltimore	1 May 2013
Kazakhstan, Astana	CENTCOM	Baltimore	1 May 2013
Kenya, Nairobi	AFRICOM	Baltimore	17 Apr 2013
Kosovo, Pristina ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	1 May 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
Laos, Vientiane	Joint POW/MIA	Honolulu	<b>31 Oct 2006</b>
Latvia, Riga	EUCOM	Baltimore	31 Oct 2011
Lebanon, Beirut	CENTCOM	Baltimore	1 May 2013
Liberia, Monrovia ( <i>eff 12 Sep 2008</i> )	AFRICOM	Baltimore	27 May 2012
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	27 May 2012
Lithuania, Vilnius	EUCOM	Baltimore	31 Oct 2011
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	31 Oct 2011
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
Malta, Valletta ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	31 Oct 2011
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	31 Oct 2011
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	*15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria			
Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
Lagos	AFRICOM	Baltimore	<b>28 Feb 2010</b>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	*15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	*15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	*15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania, Bucharest	EUCOM	Baltimore	31 Oct 2011
Russia, Moscow	EUCOM	Baltimore	31 Oct 2011
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown ( <i>eff 18 Apr 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum ( <i>eff 18 April 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Suriname, Paramaribo	SOUTHCOM	Miami	*15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
Thailand, JUSMAGTHAI ( <i>eff 21 Jan 2009</i> )			
Bangkok	PACOM	Honolulu	15 Feb 2013
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	*15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012
Turkey, Ankara	UCOM	Baltimore	31 Oct 2011
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	27 May 2012
Ukraine, Kiev	EUCOM	Baltimore	31 Oct 2011
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	*15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	*15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	27 May 2012
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	27 May 2012

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

2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.