

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**CHANGE 553****1 NOVEMBER 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 November 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 79-11(E)/MAP 68-11(E) -- Carrying of Firearms on Official Duty. Clarifies that travelers should refer to DoDD 5210.56 for directives governing the carrying of firearms while on official duty. Affects pars. C1600, and C2204-D.

CAP 81-11(I)/MAP 76-11(I) -- USPACOM FEML. Updates and recertifies specified FEML locations. Affects APP S.

CAP 84-11(I) -- Hyperlink Maintenance Ch 4, Parts A-D. Corrects and updates hyperlinks in Chapter 4, Parts A-D. Affects pars. C4410-5, C4420-D, C4430-C, NOTE 1&2, C4430-E3, C4460, C4550-A, NOTE 1&2, C4550-D, C4453-D1, NOTE, C4553-D2d, C4555-B3, C4555-J, C4630-A, C4630-C.

CAP 85-11(I) -- Hyperlink Maintenance Chapter 4, Part E. Corrects and updates hyperlinks in Chapter 4, Parts E-I. Affects pars. C4715, and C4990-E2b(2).

CAP 86-11(I)/MAP 81-11(I) -- Update USAF Address. Changes the mailing address for USAF from Arlington, VA to Joint Base Andrews NAF Washington, MD. Affects pars. C4550-E3, and C4551-A4.

CAP 87-11(I) -- Add 1 August 2011 Effective Date to FTR Amendment 2011-01 Changes. Adds effective date of 1 August 2011 to the CAP items resulting from FTR Amendment 2011-01. Affects pars. C5008, C5300-A, C5310-D13, C5382-B3b, C5384-A, C5550-A3, C5550-H, C5620, and C5624-B1.

CAP 89-11(I)/MAP 87-11(I) -- Tour Length for Vyskov, Czech Republic. Establishes a tour length of 24 months accompanied (dependents 18 or older) and 12 months unaccompanied for Vyskov, Czech Republic for DoD members. Affects APP Q, Part 1.

CAP 92-11(I)/MAP 91-11(I) -- PDTATAC Fax Number Change. Updates all PDTATAC fax numbers throughout the JTR. Affects pars. C1002-B, C2102-B2b, C4551-B-Table, and C5191-D3.

CAP 94-11(I) -- Clarify TQSE (LS) Rate. Clarifies that the rate used for TQSE(LS) is that of old or new PDS. Affects par. C5392-C1.

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 553

1 NOVEMBER 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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Part B	552	552	551	550	548	548	541	541	541	541	541	541	541	534
Part C	552	552	551	542	542	542	542	542	542	542	542	542	517	517
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Part E	552	552	551	541	541	541	541	541	541	541	541	541	541	523
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Part B	548	548	548	548	548	548	542	542	542	542	542	542	525	525
Part C	553	552	551	543	543	543	543	543	543	543	543	541	541	539
Part D1	552	552	532	532	532	532	532	532	532	532	532	532	532	532
Part D2	552	552	543	543	543	543	543	543	543	543	543	521	521	521
Part D3	542	542	542	542	542	542	542	542	542	542	542	542	530	530
Part D4	552	552	546	546	546	546	546	546	544	544	543	542	541	534
Part E1	552	552	543	543	543	543	543	543	543	543	543	542	540	540
Part E2	552	552	549	549	549	546	546	546	542	542	542	542	540	540
Part E3	553	552	550	550	549	546	546	546	540	540	540	540	540	540
Part E4	552	552	546	546	546	546	546	546	518	518	518	518	518	518
Part E5	552	552	546	546	546	546	546	546	545	540	540	540	540	540
Part E6	552	552	540	540	540	540	540	540	540	540	540	540	540	540
Part E7	552	552	546	546	546	546	546	546	543	543	543	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	547	545	545	541	541	541	541	531
Part H	550	550	550	550	546	546	546	546	532	532	532	532	532	532
Part I	552	552	549	549	549	544	544	544	544	544	543	540	540	540
Part J	518	518	518	518	518	518	518	518	518	518	518	518	518	518
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TOC	546	546	546	546	546	546	546	546	544	544	542	542	541	534
Part A	553	551	551	548	548	548	544	544	544	544	542	542	537	537
Part B	553	552	551	550	548	548	547	546	545	544	543	542	541	540
Part C	548	548	548	548	548	548	546	546	542	542	542	542	532	532
Part D	553	543	543	543	543	543	543	543	543	543	543	542	530	530
Part E	546	546	546	546	546	546	546	546	544	544	542	542	532	532
Part F	546	546	546	546	546	546	546	546	541	541	541	541	541	530
Part G	553	530	530	530	530	530	530	530	530	530	530	530	530	530

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Part I	553	550	550	550	542	542	542	542	542	542	542	542	530	530
Chapter 5														
TOC	545	545	545	545	545	545	545	545	545	544	542	542	541	540
Part A	553	551	551	533	533	533	533	533	533	533	533	533	533	533
Part B	551	551	551	550	546	546	546	546	545	543	543	542	541	537
Part C1	543	543	543	543	543	543	543	543	543	543	543	530	530	530
Part C2	550	550	550	550	532	532	532	532	532	532	532	532	532	532
Part C3	548	548	548	548	548	548	546	546	526	526	526	526	526	526
Part C4	546	546	546	546	546	546	546	546	543	543	543	542	530	530
Part C5	546	546	546	546	546	546	546	546	544	544	542	542	540	540
Part D1	551	551	551	550	544	544	544	544	544	544	541	541	541	540
Part D2	551	551	551	550	541	541	541	541	541	541	541	541	541	537
Part D3	551	551	551	544	544	544	544	544	544	544	541	541	541	534
Part D4	553	552	551	541	541	541	541	541	541	541	541	541	541	540
Part E1	551	551	551	519	519	519	519	519	519	519	519	519	519	519
Part E2	551	551	551	550	545	545	545	545	545	541	541	541	541	534
Part E3	551	551	551	546	546	546	546	546	534	534	534	534	534	534
Part F	540	540	540	540	540	540	540	540	540	540	540	540	540	540
Part G	553	551	551	550	530	530	530	530	530	530	530	530	530	530
Part H1	551	551	551	550	548	548	530	530	530	530	530	530	530	530
Part H2	551	551	551	550	546	546	546	546	544	544	543	542	541	534
Part H3	553	551	551	546	546	546	546	546	542	542	542	542	529	529
Part I	541	541	541	541	541	541	541	541	541	541	541	541	541	540
Part J	551	551	551	541	541	541	541	541	541	541	541	541	541	527
Part K	550	550	550	550	546	546	546	546	542	542	542	542	541	536
Part L1	553	551	551	541	541	541	541	541	541	541	541	541	541	527
Part L2	540	540	540	540	540	540	540	540	540	540	540	540	540	540
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	551	546	546	546	546	546	544	544	541	541	541	523
Part M	553	551	551	550	546	546	546	546	538	538	538	538	538	538
Part N	546	546	546	546	546	546	546	546	533	533	533	533	533	533
Part O	548	548	548	548	548	548	541	541	541	541	541	541	541	536
Part P1	551	551	551	550	544	544	544	544	544	544	541	541	541	540
Part P2	542	542	542	542	542	542	542	542	542	542	542	542	533	533
Part P3	545	545	545	545	545	545	545	545	545					
Part Q1	551	551	551	535	535	535	535	535	535	535	535	535	535	535
Part Q2	551	551	551	550	536	536	536	536	536	536	536	536	536	536
Part Q3	551	551	551	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
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TOC	544	544	544	544	544	544	544	544	544	544	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	546	541	541	541	541	541	523
Part C4	542	542	542	542	542	542	542	542	542	542	542	542	541	529
Part C5	546	546	546	546	546	546	546	546	542	542	542	542	529	529
Part D	526	526	526	526	526	526	526	526	526	526	526	526	526	526
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TOC	548	548	548	548	548	548	547	544	544	544	542	542	541	540

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Part A	530	530	530	530	530	530	530	530	530	530	530	530	530	530
Part B	546	546	546	546	546	546	546	546	517	517	517	517	517	517
Part C	548	548	548	548	548	548	518	518	518	518	518	518	518	518
Part D	546	546	546	546	546	546	546	546	518	518	518	518	518	518
Part E	547	547	547	547	547	547	547	520	520	520	520	520	520	520
Part F	546	546	546	546	546	546	546	546	542	542	542	542	520	520
Part G	551	551	551	546	546	546	546	546	541	541	541	541	541	523
Part H	546	546	546	546	546	546	546	546	523	523	523	523	523	523
Part I	548	548	548	548	548	548	540	540	540	540	540	540	540	540
Part J	546	546	546	546	546	546	546	546	543	543	543	540	540	540
Part K	548	548	548	548	548	548	546	546	544	544	542	542	541	540
Part L	548	548	548	548	548	548	540	540	540	540	540	540	540	540
Part M	540	540	540	540	540	540	540	540	540	540	540	540	540	540
Part N	548	548	548	548	548	548	536	536	536	536	536	536	536	536
Part O	548	548	548	548	548	548	544	544	544	544	543	542	538	538
Part P	548	548	548	548	548	548	520	520	520	520	520	520	520	520
Part Q	540	540	540	540	540	540	540	540	540	540	540	540	540	540
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
Part 1	552	552	551	550	548	548	547	546	545	544	543	542	541	540
Part 2	551	551	551	542	542	542	542	542	542	542	542	542	541	540
Part 3														540
Part 4														540
Appendix E														
TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	551	551	551	548	548	548	547	546	532	532	532	532	532	532
Part 2	551	551	551	546	546	546	546	546	534	534	534	534	534	534
Part 3	551	551	551	541	541	541	541	541	541	541	541	541	541	534
Appendix F														
TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	543	543	543	543	543	543	543	543	543	543	543	543	542	520
Part 2	529	529	529	529	529	529	529	529	529	529	529	529	529	529
Appendix G														
APP G	550	550	550	550	548	548	546	546	545	544	543	541	541	540
Appendix H														
TOC	544	544	544	544	544	544	544	544	544	544	543	540	540	540
Part 1	540	540	540	540	540	540	540	540	540	540	540	540	540	540
Part 2A	540	540	540	540	540	540	540	540	540	540	540	540	540	540
Part 2B	540	540	540	540	540	540	540	540	540	540	540	540	540	540
Part 2C	546	546	546	546	546	546	546	546	542	542	542	542	540	540
Part 3A	543	543	543	543	543	543	543	543	543	543	543	540	540	540
Part 3B	546	546	546	546	546	546	546	546	542	542	542	542	540	540
Part 4A	540	540	540	540	540	540	540	540	540	540	540	540	540	540
Part 4B	540	540	540	540	540	540	540	540	540	540	540	540	540	540
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Part 5B	543	543	543	543	543	543	543	543	543	543	543			
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TOC	544	544	544	544	544	544	544	544	544	544	544	512	512	512

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Part 1	551	551	551	548	548	548	543	543	543	543	543	541	541	540
Part 2	547	547	547	547	547	547	547	541	541	541	541	541	541	540
Part 3	551	551	551	547	547	547	547	542	542	542	542	542	541	540
Part 4	551	551	551	547	547	547	547	540	540	540	540	540	540	540
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TOC	544	544	544	544	544	544	544	544	544	544	528	528	528	528
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TOC	544	544	544	544	544	544	544	544	544	544	541	541	541	540
Part 1	541	541	541	541	541	541	541	541	541	541	541	541	541	534
Part 2	546	546	546	546	546	546	546	546	543	543	543	541	541	540
Appendix Q														
TOC	544	544	544	544	544	544	544	544	544	544	517	517	517	517
Part1	553	552	549	549	549	548	540	540	540	540	540	540	540	540
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	540
Part4	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Appendix R														
TOC	541	541	541	541	541	541	541	541	541	541	541	541	541	521
Part 1	541	541	541	541	541	541	541	541	541	541	541	541	541	530
Part 2	546	546	546	546	546	546	546	546	544	544	542	542	541	532
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INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. PDTATAC is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The PDTATAC Chair is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)).

PURPOSE AND AUTHORITY

JTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees and civilians who travel using DoD funding.

With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 USC §2385(d)), who are authorized per diem, travel, and transportation allowances IAW Volume 14, State Department Foreign Affairs Manual (FAM), these regulations are the sole travel and transportation allowances regulations for DoD components.

If there is a headquarters dispersal, each PDTATAC member has authority to prescribe the allowances in these regulations. Each DoD PDTATAC member may issue necessary regulations prescribing travel and transportation allowances applicable to that Service (or those Services in the case of the DON) until the headquarters activities again are centralized. ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees.*** At that time, PDTATAC is again vested with regulation-issuing authority.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM) (CFR, Title 5);
2. The USC, primarily sections found in Title 5 (especially Chapter 57, concerning allowances for travel, transportation, and subsistence) and Title 10;
3. Executive Orders, GSA Commuted Rate Schedule, and DoD directives and instructions; and
4. Decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA), the GSA Civilian Board of Contract Appeals (CBCA), and the OSD General Counsel (OSD(GC)).

CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Comptroller General of the U.S. settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the OMB. OMB delegated this authority to the GSA, who assigned it to the GSBCA. Effective 6 January 2007 Congress established the CBCA within GSA (Section 847 of Pub. L. 109-163) and claims settlement function was transferred from GSBCA to CBCA.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to CBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to CBCA should be addressed to:
The Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405-0002

Phone Number of the Clerk of the Board (202) 606-8800
FAX (202) 606-0019
Internet address of the CBCA: <http://www.cbca.gsa.gov>

Throughout the JTR, Comptroller General (Comp. Gen.) Decisions from the GAO and decisions from the GSBCA or CBCA are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). GAO decisions that do not appear in the published GAO volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. GSBCA decisions on their website are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, 22 July 1998).

For GSBCA decisions visit their website at: <http://www.gsbca.gsa.gov/>.
For CBCA decisions visit their website at: <http://www.cbca.gsa.gov>.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. **NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.**

Paragraph C1052-B2b(3)
JTR
Chapter 1
Paragraph 052
Subparagraphs

References and citations to the JTR should be in the following format:

JTR, par. C1052
JTR, par. C1052-B2
JTR, par. C1052-B2b(3)
JTR, pars. C1052-C1058

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b
JTR, par. C1055-A2

The most specific unit of reference should be used.

CHANGES

JTR allowance changes are initiated by DoD Civilian Travel Determinations (CTDs), and GSA bulletins, memoranda, or FTR amendments. A CTD is effective on the indicated date. It may be effective on the JTR publication date, on the PDTATAC Chairman's signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or an FTR amendment, some other date. When an effective date is earlier than the date assigned to the published change page, the changes are disseminated using the PDTATAC website.

Published changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations included in a published change are shown on that change's cover sheet.

New or revised provisions appearing on a change page are indicated by a symbol placed next to the new or revised portion.

FEEDBACK REPORTING

JTR change recommendations should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. C4551.

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, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
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.

HOW TO GET THE JTR

[JTR](http://www.defensetravel.dod.mil/site/travelreg.cfm) materials may be downloaded and printed from the following website:
<http://www.defensetravel.dod.mil/site/travelreg.cfm>

HOW TO OBTAIN LOCALITY PER DIEM RATES

For current per diem rates, please see the Defense Travel Management Office website at:
<http://www.defensetravel.dod.mil/site/perdiem.cfm>.

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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.

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: pdtatac@dtmo.pentagon.mil; or
2. Mail:

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

- *3. Fax: (571) 372-1301

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) for FTA policy, payment and procedural guidance. [DSSR, Section 250](#) (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). 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). 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 F: CARRYING OF FIREARMS ON OFFICIAL DUTY**

***C1600 CARRYING OF FIREARMS ON OFFICIAL DUTY**

See [DoDD 5210.56, Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties](#).

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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.
 - 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 by:

*(1) Mail:

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

*(2) Fax: (571) 372-1301, or

*(3) The DTMO website at <http://www.defensetravel.dod.mil>

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

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 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). 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. 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.

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](#)).

PART A: TEMPORARY DUTY (TDY) TRAVEL

C4405 JUSTIFICATION

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

C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

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

C4415 TDY ASSIGNMENT SELECTIONS

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

C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

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

B. Clearances

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

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

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

3. Security Clearance

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

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

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

C4425 ITINERARY VARIATION

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

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

4. Travel to additional destinations.

B. Variation *Not* Authorized in the Order

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

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

A. General

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

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

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the par. C4430-A criteria are satisfied, the appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary Concerned, Service Headquarters if delegated, DoD COMPONENT Director, the Chief of an appropriate bureau or staff agency specifically designated for that purpose (2 Star equivalent), or Commander/Deputy Commander of a Combatant command must determine if TDY of greater than 180 days is appropriate ([38 Comp. Gen. 853 \(1959\)](#)). ***There must be no re-delegation of authority, except as stated above for Service Headquarters.*** A written request and justification must be forwarded to the Secretary Concerned, Service Headquarters, a DoD COMPONENT Director, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, service designated authority (refer to APP I, Part 1) (2 Star equivalent), or Commander/Deputy Commander of a Combatant command as soon as practicable. This TDY length determination should be made before the order is issued. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

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

2. Direct amending the order to:

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

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

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

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

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

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

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

1. An employee who performs TCS is subject to federal, state and local income tax obligations on some but not all of the TCS reimbursements (par. C5650 for RIT allowance).

2. A civilian employee's TDY assignment at one location for more than a year may end up being considered, by the IRS, to be a permanent assignment and any reimbursement (especially per diem) may be considered taxable income by the IRS. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location (par. C4715 for ITRA).

*3. An IRS statute, [26 USC §162\(a\)](#) and the implementing IRS regulations in [26 CFR 1.162](#) do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

C4435 TDY PRIOR TO REPORTING TO THE FIRST PDS

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

C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE

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

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

C. TDY at Other than Leave Point

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

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

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

TDY allowances are payable at the TDY location.

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

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

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

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

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

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

C4460 TDY ASSIGNMENT TO A SUBMARINE

*An employee must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series,

for TDY submarine assignment at <http://www.public.navy.mil/bupers-npc/officer/Detailing/rlstaffcorps/engineering/Documents/6420.1.pdf>.

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Ch 7, Part H.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

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

C4475 TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE

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

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

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

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

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

C4480 POC TRAVEL TO AND FROM A CARRIER TERMINAL

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

PART B: PER DIEM

C4550 PER DIEM RATE

A. General. Per diem prescribed in this Part is applicable for all TDY periods except when an AEA, authorized under Part C, applies, and for all PDT periods. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** 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. See [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 at <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 [CBCA 2291-RELO, 20 April 2011](#). ***Except as indicated in pars. C4554-D and C4558-C, a DoD***

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

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

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

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

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

2. Navy and Marine Corps: Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072;

*3. Air Force: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

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/AIPA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

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:

<u>CONUS Locations</u>	<u>Non-Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
<p>General Services Administration Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management 1275 First Street NE 1 Constitution Square, 6th floor (685C) Washington, DC 20417-0001 ATTN: Jill Denning jill.denning@gsa.gov</p>	<p>Defense Travel Management Office (DTMO) ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 *Fax: (571) 372-1301</p>	<p>Department of State Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103</p>

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 §1.162-2(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).

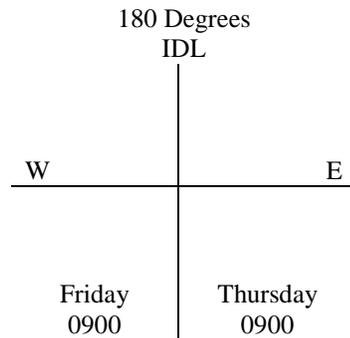
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location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

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

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

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

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



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.*

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

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

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

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

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

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

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

*J. Lodging Tax. Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the GOV'T reimbursing the employee, is required to pay applicable lodging tax while traveling on GOV'T business. Exemptions from tax for a Federal traveler and the form required to claim the exemption vary from location to location. The GSA Travel Homepage at 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

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

2. Example 2-TDY Travel

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

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

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

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

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

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

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

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

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

Quick Reference - Per Diem TDY Travel of More Than 12 Hours Footnotes: 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.
Per Diem for the Departure Day from the PDS ^{5/}	75% of the TDY locality M&IE rate ^{1/} , plus the lodging cost NTE the maximum TDY locality lodging ceiling. ^{2/, 4/}	75% of the TDY locality M&IE rate ^{1/} , plus the GOV'T QTRS cost ^{11/} ceiling.	75% of the TDY locality M&IE rate ^{1/} , plus the lodging cost NTE the TDY locality maximum lodging ceiling. ^{8/}	75% of the next destination locality M&IE rate (TDY/stopover point) ^{1/} for the departure day.	75% of the en route stopover locality M&IE rate, plus the lodging cost NTE the stopover locality maximum lodging ceiling. ^{2/, 4/}	75% of the TDY locality M&IE rate, plus the lodging cost NTE that location's maximum lodging ceiling rate. A reduced per diem rate does not apply on the travel day to that location.

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.
Per Diem for Whole Days of Travel ^{5/}	M&IE applicable to CONUS TDY locality (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling ^{2/6} .	M&IE plus the GOV'T QTRS cost ^{11/} . M&IE may be at the TDY locality rate, or PMR plus \$5 if the AO specifies the PMR for deductible meals ^{6/} . 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 ^{2/} . If one or two deductible meals are provided, M&IE is PMR plus \$5 ^{2/6} . See par. C4554-B.	M&IE, plus the GOV'T QTRS cost ^{11/} . M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5, or, (3) PMR ^{6/9/10/} plus \$5. There is no per diem for field duty (pars. C4554-C and 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 ^{2/ 7/} . M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5, (3) PMR ^{6/9/10/} plus \$5. There is no per diem when field duty is involved (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. ^{2/ 5/7/}

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.
Per Diem for Whole Travel Days ^{5/}	The OCONUS TDY locality M&IE ^{3/} (unless the AO specifies the PMR based on deductible meals), plus the lodging ^{4/} cost NTE the TDY locality maximum lodging ceiling.	M&IE plus the GOV'T QTRS cost ^{11/} . M&IE may be at the meal rate prescribed for the TDY locality plus locality IE, or PMR plus locality IE if one or two deductible meal(s) is/are provided ^{1/6/} . See par. C4554-A for M&IE rate determination.	The OCONUS TDY locality M&IE ^{3/} , plus lodging ^{4/} cost NTE the TDY locality maximum lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE or \$3.50 IE ^{3/} if one or two deductible meal(s) is/are provided ^{6/} . ^{2/6/} . See par. C4554-B.	M&IE plus GOV'T QTRS cost ^{11/} . M&IE may be at (1) TDY locality meal rate, (2) Standard GMR ^{8/} , (3) PMR ^{6/9/10/} . Add the locality IE or \$3.50 IE ^{3/} . There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	M&IE plus occupied lodging cost NTE the TDY locality maximum lodging ceiling. ^{4/7/} M&IE may be at (1) The TDY locality meal rate, (2) Standard GMR ^{8/} , (3) PMR ^{6/9/10/} . Add the locality IE or \$3.50 IE ^{3/} There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. ^{4/ 5/7/}

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.
Per Diem for the Return Day to the PDS^{5/}	75% of the last TDY locality M&IE rate. ^{1/}	For departure day from the TDY location, the last TDO locality M&IE. Arrival day at the PDS is 75% of the last TDY locality M&IE rate. ^{1/}	For departure day from the TDY location, M&IE, plus lodging ^{2/, 5/} cost NTE the stopover locality maximum lodging ceiling. For the PDS arrival day, 75% of the stopover locality M&IE rate. ^{1/}	The lodging cost NTE the locality maximum lodging ceiling for the location at which lodging was obtained if authorized/ approved by the AO, plus 75% of that same locality M&IE rate. 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 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.

COMPUTATION EXAMPLE			
<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>(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)):</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>			
	M&IE	Max Lodging	Total
Employee:	\$61	\$85	\$146
Employee's spouse	\$61	\$85	\$146
Child (age 12 or older)	\$61	\$85	\$146
Child (under age 12)	\$30.50 (\$61 x 50%)	\$42.50 (\$85 x 50%)	\$ 73
Max daily amt that may be paid for costs incurred by employee and 3 dependents	\$213.50	\$297.50	\$511
<p>(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$213.50 for M&IE and NTE \$297.50 for lodging), as follows:</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 per diem rate, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:</p>			
	M&IE	Max Lodging	Total
Employee	\$36.60 (\$61 x 60%)	\$51 (\$85 x 60%)	\$87.60
Employee's spouse	\$36.60 (\$61 x 60%)	\$51 (\$85 x 60%)	\$87.60
Child (age 12 or older)	\$36.60 (\$61 x 60%)	\$51 (\$85 x 60%)	\$87.60
Child (under age 12)	\$18.30 (\$61 x 30%)	\$25.50 (\$85 x 30%)	\$43.80
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	\$128.10	\$178.50	\$306.60
<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&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).		

PART D: TRAINING COURSE ATTENDANCE

C4630 ALLOWANCES

*A. General. An employee attending a TDY training course ([5 USC §4104-4109](#)) away from the PDS may be authorized one of the following:

1. Per diem (par. C4660) or AEA (par. C4600); or
2. Dependent and HHG transportation to and from the training location. See pars. C4635 and C4640.

B. In the PDS Area. An employee attending a TDY training course in the PDS area may be authorized the following IAW par. C2401:

1. TDY mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees, and
2. Common carrier transportation costs reimbursement.

NOTE: Per diem or AEA is not payable when an employee is authorized transportation reimbursement to and from the training location in par. C4630-B1 or for common carrier transportation in par, C4630-B2, except as provided in par. C4650, item 3.

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

C4635 DEPENDENT AND HHG TRANSPORTATION

NOTE 1: Dependent and HHG transportation allowances are authorized in Chs 5 and 7.

NOTE 2: Per diem payment for dependents at the employee's TDY location, or while traveling to/from the TDY location, is not authorized.

A. Allowances Authorized

1. If the estimated round-trip transportation total cost for dependents (***excluding per diem***) and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the AO may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.
2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by POA, MALT reimbursement is authorized as in par. C5050-A.
3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. ***After transportation begins, the employee's allowances and GOV'T obligation are fixed and may not be changed ([39 Comp. Gen. 140 \(1959\)](#)).***

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances are ***not*** authorized:

1. Per diem payment for dependent travel,

2. A HHT,
3. TQSE payment (*see par. C5356-B*),
4. MEA, and
5. Reimbursement for real estate transactions and/or unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.
2. The activity or command having jurisdiction over the employee is responsible for travel order issuance.

C4640 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

NOTE: *Dependent and HHG transportation allowances are authorized in Chs 5 and 7.*

1. An employee who attends a training program away from the PDS:
 - a. And is transferred to a new PDS after completing the program without returning to the old PDS, or
 - b. En route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of dependent and HHG transportation:

- c. (***But not per diem for dependents***) from the PDS to the training location NTE the total per diem or AEA payments that would have been received at the training location; and
- d. per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

2. When the employee is authorized per diem or AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at GOV'T expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS ([52 Comp. Gen. 834 \(1973\)](#)).

B. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. C5050-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part P purposes.
2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee's authority for the real estate transaction allowance reimbursement in Ch 5, Part P.

3. Payment of the real estate transaction allowances in Ch 5, Part P (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
 - a. Successfully completed the training program,
 - b. Signed the service agreement required in par. C5564, and
 - c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See [B-161795, 29 June 1967](#).

C4645 INTERN AND/OR TRAINEE

A. Determining Move Type

1. When moving an intern or a trainee, the DoD COMPONENT must determine if the move is primarily for training or primarily for work performance. A facility designation as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.

B. Applicability. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for work performance, see par. C5075.*

C4650 TRANSPORTATION AND PER DIEM OR AEA

1. Transportation and per diem or an AEA while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.
2. If an employee is authorized per diem or an AEA but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and daily round-trip transportation is NTE the per diem or AEA allowed if the employee had remained at the training location. See par. C4677.
3. The employee is authorized *round-trip* TDY mileage or the cost of *round-trip* public conveyance transportation (from the residence to the training location) and per diem or AEA (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

C4655 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, M&IE is NTE the applicable locality per diem rate authorized in Ch 4, Part B. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee is authorized only the appropriate amount under Ch 4, Part B for IE even though the total actual cost for lodging and meals and the amount authorized for IE may exceed the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Ch 4, Part B ([60 Comp. Gen. 181 \(1981\)](#)). For AEA information, see Ch 4, Part C. ***NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy" ([GSBCA 15890-TRAV, 29 July 2003](#)).***

C4660 PER DIEM FOR TRAINING ASSIGNMENT

A. General. Per diem rates for all courses of instruction are determined under par. C4660 in the same manner as for any other TDY (see Ch 4, Part B) except for courses of instruction for which a specific rate is prescribed in par. C4660-B. See par. C4550 for procedures to request a rate change in par. C4660-B. Per diem for the arrival day at, and departure day from, the training location are determined using the 'Lodgings-Plus' method in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during a DoD employee's attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for GOV'T QTRS use, the \$12.50 is increased by the QTRS' charge, without rounding the total to the nearest dollar.

3. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a civilian employee receives the incidental expenses amount and the discount GMR. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

PART G: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS**C4715 ITRA FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND THEREAFTER (FTR §301-11, Subparts E and F)**

A. Purpose. The ITRA purpose, under this Part, is to reimburse an employee for substantially all additional Federal, State and/or local *income taxes* incurred by the employee (and spouse, if filing jointly) because of reimbursement or payment of certain travel and transportation expenses incident to an extended TDY assignment in one location. *ITRA is not designed to reimburse the employee for the exact amount of the employee's tax liability.*

*B. Reimbursement. An employee who was TDY for an extended period at one location, and who incurred Federal, State, and/or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITR allowance IAW [FTR, §301-11.501](#). See [FTR, §301-11.535](#) or [§301-11.635](#) for ITRA reimbursement calculation examples.

*C. Reimbursement Limitations. The ITR allowance is limited to income taxes and does not include reimbursement for *employment* type taxes (e.g., FICA and Medicare deductions). See GSBCA 15375-TRAV (4 December 2000) at <http://www.gsbca.gsa.gov/travel/t1537504.txt>.

NOTE: *Tax rules may differ by state and locality.*

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PART I: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COCOM OR JOINT TASK FORCE AOR

C4990 DEFINITIONS

A. COCOM AOR. A specified AOR location to which various forces are moved to complete operational actions in low or high intensity operations/exercises. AOR organizations are composed of direct units, coalition forces, CJCS, JTFs and other operating forces supporting the COCOM Commander's operations.

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the COCOM Commander or an existing joint task force (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms).

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or COCOM Commander's mission. These include UN and JTF peacekeeping, nation building, humanitarian missions, and similar missions; and operations against an actual or potential enemy. The term CONTINGENCY OPERATIONS is defined in APP A.

D. Exercises. Those Service, COCOM Commander, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers, that may or may not involve more than one Service. The traveler/unit is placed in field duty.

E. TDY Options

1. General

a. The COCOM Commander/JTF Commander:

- (1) Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;
- (2) Determines the appropriate TDY option for all assigned personnel within the AOR that establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;
- (3) May delegate authority to a subordinate commander who directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and
- (4) Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel orders. ***NOTE: A JTF exercise must be field duty.***

b. These decisions apply to every traveler temporarily assigned for operational deployment to a COCOM and/or JTF performing duty under similar conditions within the same AOR.

c. The Secretarial Process for each Service may direct a TDY option different than the one used for a COCOM and/or JTF traveler for a traveler who is:

- (1) Not located in the COCOM's/JTF's AOR but who is operating in a support capacity, or
- (2) Located in the COCOM's/JTF's AOR but is not part of the COCOM/JTF.

2. Regular TDY

a. General. For regular TDY, a traveler:

(1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days at any one location. Par. C4430-C provides guidance on exceptions and waiver authority to the 180 day limit;

(2) Is reimbursed for lodging, M&IE IAW Ch 4, Part B or par. C4990-E2b; and

(3) Receiving the GMR while TDY to a COCOM Commander's/JTF Commander's AOR, who travels within that AOR, is not traveling for M&IE purposes (e.g., if a TDY traveler travels from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). ***NOTE: GMR and the \$3.50 incidental rate do not apply on days the employee is traveling into/out of an AOR.***

b. Temporary Dining Facilities – COCOM or JTF. If:

(1) A traveler consumes meals at the COCOM's/JTF's temporary dining facility and is charged the discount GMR for the meals, the traveler is reimbursed the discount GMR plus an IE of:

(a) \$5.00 in CONUS, or

(b) The applicable locality IE rate, or \$3.50 OCONUS when the COCOM Commander/JTF Commander determines \$3.50 to be adequate.

* (2) A COCOM/JTF traveler outside the AOR or en route to the AOR pays the meal rate IAW the DoDFMR at <http://www.defenselink.mil/comptroller/fmr/>, the traveler is reimbursed IAW Ch 4, Part B.

c. Operational Deployment. A traveler on an operational deployment is on "regular" TDY. Exceptions for exercises are located in par. C4990-E4.

3. EUM. The traveler is paid the incidental portion of the daily M&IE rate and reimbursed the discount GMR.

4. FIELD DUTY. During FIELD DUTY (APP A), the traveler is:

a. Subsisted in a GOV'T dining facility/mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar types of operations.

b. Furnished GOV'T QTRS or lodged in accommodations ordinarily associated with field exercises.

c. Paid no per diem when both GOV'T dining facility/mess, including field rations (even though the employee is assessed a charge for meal(s)) and GOV'T-provided billeting are available (non-transient barracks or tents). Reimbursement is authorized only for the discounted GMR.

NOTE: A COCOM Commander/JTF determined official may place the traveler in a field duty status if subsistence, obtained by contract, is furnished.

**JOINT TASK FORCE OPERATIONS TDY OPTIONS
SUBSIST ASHORE**

<u>TDY OPTION</u>	<u>SUBSISTENCE</u>	<u>PER DIEM</u>	<u>REMARKS</u>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Meals – Permanent U.S. INSTALLATION	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR1/
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facility/Mess Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for GOV'T Meals at the Discount GMR 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals (in AOR only)	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR
EUM	GOV'T Lodging and Use of GOV'T Meals is Essential for Training and Readiness Purposes	IE	Traveler Pays for GOV'T Meals at the Discount GMR
Field Duty	GOV'T Lodging, Meals and Incidentals Provided	None	Traveler pays for GOV'T Meals at the Discount GMR
<u>SUBSIST ABOARD U.S. GOV'T SHIP 3/</u>			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

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PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the GOV'T's interest from one PDS to another without a BREAK IN SERVICE (APP A definition).
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction-in-force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from GOV'T service.
7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD COMPONENT (FTR §302-1.2(a)(2) & 5 USC §5734). For a DoD employee transferring to the U.S. Postal Service, see par. C5080-C.

B. Two or More Family Members Employed (FTR §302-3.200)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the GOV'T's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:
 - a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.
 - b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.
2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.
3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member. An employee is authorized PCS allowances when transferred in the GOV'T's interest, even if the employee's uniformed service member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*** For duplicate payments, see pars. C5310-E3 and C5358.

- D. Travel Authorization/Order Issuance. APP I for travel authorization/order issuance.
- E. Funding Responsibility. See par. C1052-B.

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the GOV'T's Interest

1. General. Travel and transportation allowances are payable when it is in the GOV'T's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between GOV'T agencies. ***There must be no break in GOV'T service when making the PCS unless the employee was separated from GOV'T service because of RIF/transfer of function.***

2. DoD COMPONENT Responsibility. It is each DoD COMPONENT's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program ([61 Comp. Gen. 156 \(1981\)](#)).

B. PCS Allowance Eligibility. When a PCS is authorized IAW APP I, Part 1, par. A, PCS allowances must be paid (par. C5070) to an employee transferred from one PDS to another for permanent duty if the transfer is in the GOV'T's interest. Guidelines for making a determination of "GOV'T's interest" are:

1. Management Directed. If a DoD COMPONENT recruits/requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); the transfer is in the GOV'T's interest.

2. PCS Moves Not in the GOV'T's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the GOV'T's interest, and that the GOV'T does not pay the PCS expenses.

3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD COMPONENT recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the GOV'T's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

c. Payment/Nonpayment Determination

(1) If a decision is made not to pay PCS allowances, the reason for this decision must be documented in writing by the appropriate official.

(2) All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances.

(3) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

C. PCS Limitation Policy

1. General. It is neither cost-effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

- (1) Or re-employed former employee affected by RIF or transfer of functions (par. C5080-C),
- (2) ICW an agency-directed placement,
- (3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has, in fact, been furnished PCS allowances.

b. AO Certification. A transfer within the DoD, at GOV'T expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

- (1) The proposed transfer is in the GOV'T's interest;
- (2) An equally qualified employee is not available within the commuting area of the activity concerned; and
- (3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

C5008 PCS COUNSELING

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

Each DoD COMPONENT must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. should be offered as early as possible during the PCS process;
2. may be offered to a selected candidate contemplating acceptance of a job that would require relocation;
3. assists an employee in making more informed decisions;
4. allows an employee to play a more active role in the PCS;
5. educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and
6. may be provided by either the agency or contractors.

C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/ MOVEMENTS

A. Table 1 - Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.
2. Does *not* include eligibility for:
 - a. Emergency evacuation, or
 - b. A former employee separated by RIF or function transfer and restored to duty, and
3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the GOV'T's interest.

TABLE 1 - ELIGIBILITY TABLE										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Empl & Dep Transp	Empl Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
First PDS Travel to OCONUS PDS <u>NOTES 8, 9, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs <u>NOTE 1</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>Note 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>NOTES 1, 8, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>

TABLE 1 - ELIGIBILITY TABLE										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Empl & Dep Transp	Empl Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
PCS Between OCONUS PDSs <i>NOTES 1 & 10</i>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <i>NOTE 2</i> Advance	Yes No Advance	No <i>NOTE 3</i> No Advance	Yes <i>NOTE 4</i> Advance	Yes <i>NOTE 7</i>
RAT Round-Trip Between Overseas Tours Of Duty For Leave Purposes When Return Is To Same PDS Or Another In Same Locality	Yes	Yes No advance	Yes No Advance	No	No	No	No	No	No	<i>NOTE 6</i>

FOOTNOTES:

- 1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4630 instead of per diem or an AEA for the employee while at the training site.
- 2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.
- 3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the GOV'T's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. C5750-D).
- 4 -- Advance allowed if not shipped via a GOV'T-arranged move.
- 5 -- Allowed only when PCS is to a designated isolated CONUS PDS.
- 6 -- Allowed only for teachers employed in DoDEA applicable between school years.
- 7 -- The GOV'T must arrange the NTS.
- 8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.
- 9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.
- 10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1004.
- 11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign

OCONUS areas.

B. Tables 2 through 12. Tables 2 through 12 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

TABLE 2. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS	
Column 1 - Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i> ¹	Column 2 - Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i>
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5125-B) (FTR, Part 302-4). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (JTR, Ch 5 Part D) (FTR, Part 302-8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302-10.2)². 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9)³.

¹ **Note to Column 1 heading:** A DoD COMPONENT has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD COMPONENT elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in JTR. JTR, Ch 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

² **Note to Column 1, Item 5:** Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

³ **Note to Column 2, Item 1:** POV shipment may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS (JTR, par. C5212).

TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
<p>Column 1—Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee’s first PDS.</i>¹</p>	<p>Column 2—Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee’s first PDS.</i></p>
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) JTR, Ch 5 Part A) (FTR, Part 302–4). 2. Per diem employee only (JTR, par. C5125-B) (FTR, Part 302–4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302–8). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (GOV’T Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

¹ **Note to Column 1 heading:**

- (a) TQSE in Ch 5, Part H is *not* authorized for new appointee movement to the first PDS.
- (b) The MEA in Ch 5, Part G is *not* authorized for a new appointee to the first PDS.
- (c) Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are *not* authorized for a new appointee assigned to the first PDS (JTR, Ch 5, Part Q) (FTR, Part 302–12).
- (d) The RIT allowance is *not* authorized for a new appointee assigned to first PDS (JTR, Ch 5, Part N) (FTR, Part 302–17).

TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS

Column 1 —Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>	Column 2 —Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transactions or lease termination expenses (JTR, Ch 5, Part P) (FTR, Part 302–11). 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 5. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302–8).¹ 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302–10). 7. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. HHT - per diem, & transportation, employee & spouse only (JTR, Ch 5, Part M) (FTR, Part 302–5). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302–6). 3. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 4. Relocation service company use (JTR, Ch 5, Part P) (FTR, Part 302–12). 5. Property management service use (JTR, Ch 5, Part Q) (FTR, Part 302–15). 6. Home marketing incentive (JTR, Ch 5, Part Q) (FTR, Part 302–14).

¹ **Note to Column 1, Item 5:** Only when assigned to a designated CONUS isolated official station.

TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS

Column 1 —Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>	Column 2 —Relocation allowances that a DoD COMPONENT has discretionary authority to pay or not pay <i>when the DoD COMPONENT authorizes PCS allowances.</i>
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302–16). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302–8). 5. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302–17)¹. 	<ol style="list-style-type: none"> 1. TQSE under JTR, Ch 5, Part H may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 5. Property management service may be authorized for an employee who qualifies under JTR, Ch 5, Part Q (FTR, Part 302–15). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (FTR, Part 302–12). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (FTR, Part 302–14).

¹ **Note to Column 1, item 5:** Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Ch 5, Part P) (FTR, Part 302–11) ¹. 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (JTR, par. C5195-A) (FTR, Part 302–8). 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302–6) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS. ¹

¹ **Note to Column 1, item 3:** Allowed when the old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the GOV'T's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 3. MEA (JTR, Ch 5, Part G) (FTR, Part 302–16). 4. NTS (extended storage) of HHG (JTR, par. C5195-A) (FTR, Part 302–8). 5. RIT (JTR, Ch 5, Part N) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 2. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302–15). 3. TQSE if new PDS is in the U.S. (JTR, Ch 5, Part H) (FTR, Part 302–6) ¹.

¹ **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL (JTR, Ch 5, Part K) (FTR, §302-3.209)	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302–4). 	<ol style="list-style-type: none"> 1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5085) (FTR, Part 302-4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9).

TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, par. C5090) (FTR, §302-3.304)	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Per diem for the employee only (JTR, Ch 5, Part B) (FTR, Part 302-4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302-10). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, Ch 5, Part O) (FTR, §302-3.400)	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & dependent(s) (JTR, Ch 5, Part O) (FTR, Part 302-4). 2. MEA (JTR, Ch 5, Part G) (FTR, Part 302-16). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302-10). 5. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. HHT expenses (JTR, Ch 5, Part M) (FTR, Part 302-5). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302-6). 3. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302-15).

**TABLE 12. ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT
(5 USC §4109)¹ (JTR, par. C4630)**

1. Transportation of employee & immediate family member(s) (JTR, par. Ch 4, Part D) (FTR, Part 302-4).
2. Per diem for the employee (JTR, Ch 4, Part D) (FTR, Part 302-4).
3. Movement of HHG & SIT (JTR, Ch 5, Part D) (FTR, Part 302-7).

¹ **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

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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. 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. The following options are available to the employee's command to request SIT beyond 150/180 days as applicable:

*1. Email: From the AGENCY/command through the CAP representative to 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, or

*3. FAX: From the AGENCY/command through the CAP representative to (571) 372-1301.

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 90th 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.

Example 1	
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 th 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))

Example 2	
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 st month after the month (August) the employee's eligibility ended was: September 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90 th 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'T's 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 st month after the month (August) the employee's eligibility ended was September; 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60 th 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'T's 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.

PART G: MEA DUE TO HOUSEHOLD RELOCATION

C5300 GENERAL

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

A. Purpose. The purpose of MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Ch 5, Part F for specific costs associated with mobile home relocation transportation expenses.

D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

C5305 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved,
2. An appropriate service agreement is signed,
3. The employee moves out of the old residence, and,
4. The employee establishes a new temporary or permanent residence (GSBCA [16018-RELO, 15 August 2003](#)).

B. Employees Not Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);

NOTE 1: See par. C5080-B *New Appointee and Student Trainee Appointments and Assignments to the First PDS.*

NOTE 2: *A new appointee or an employee performing first-PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). For FTA guidance, refer to DSSR, Section 240 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 as stated in par. C1004.*

2. An employee performing RAT unless a PCS is authorized/approved ICW the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;
3. An employee assigned to an OCONUS PDS returning to the actual residence for separation; and
4. An employee authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4630.

C5310 REIMBURSEMENT

NOTE: *The new MEA amounts (\$650 and \$1,300) are effective for PCS orders with effective date of transfer (see Appendix A) on/after 18 July 2011. PCSs with effective date of transfer before 18 July 2011 continue to use the old MEA rates of \$500 and \$1,000.*

A. General

1. MEA Amounts. The 'flat payment' MEA amounts are \$650 and \$1,300.
2. Two Employees in One Household
 - a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee (FTR §302-3.201).
 - b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA is paid at the *with-dependent rate* (see FTR §302-3.202).
 - c. Even if each employee without dependents has a travel order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees (73 Comp. Gen. 164 (1994)).
 - d. Employees without dependents (other than each other) each are authorized MEA at the without-dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBICA [16608-RELO, 3 August 2005](#). An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.
 - e. **EXCEPTION**: First appointees assigned to an OCONUS PDS are paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. C1004-C.

B. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without dependents: the lesser of \$650 or the equivalent of 1 week's basic compensation;
2. Employees with dependents: the lesser of \$1,300 or the equivalent of 2 week's basic compensation; or
3. Employees with dependents, but whose dependents and HHG are not relocated: the lesser of \$650 or the equivalent of 1 week's basic compensation. When an employee:
 - a. Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
 - b. Relocates the dependents or HHG within the 1-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C5310-B2.

NOTE 1: *An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS ([B-184558, 12 August 1976](#)).*

NOTE 2: *An employee is authorized MEA at the "without-dependents rate" if the employee's dependents return early IAW par. C5450 and do not relocate the household when the employee returns and is authorized PCS allowances ([B-194061, 12 September 1979](#)). For an employee to be authorized MEA at the "with-dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.*

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5310-B if the:
 - a. Claim is supported by evidence of expenses incurred, and
 - b. Total amount does not exceed the employee's basic salary rate of:
 - (1) 1 week if the employee is without dependents, or
 - (2) 2 weeks if the employee has dependents who were relocated.
2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.
3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.
4. A claim for more than the amount authorized in par. C5310-B must be justified.

D. Reimbursable Costs. Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in JTR. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. Non-refundable utility fees/deposits;
4. Losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. Automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS or a non-foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS or a non-foreign OCONUS area for non-participants in the DoD POV Import Control Program ([62 Comp. Gen. 282 \(1983\)](#));
6. Rental agent fees customarily charged for securing housing in foreign countries;
7. Pet quarantine charges ([B-206538, 14 September 1982](#)) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. C5400;
8. Pet transportation (cats, dogs, and other house pets) (*FTR §302-16.1*); ***NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;***

GSBCA ruling involving costs related to “UK pet scheme”

An employee transferred from Colorado to the United Kingdom (UK) incurred expenses to comply with the UK's requirements for bringing pets into the country. The expenses, totaling \$906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, “UK pet scheme” costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee's travel voucher included the above-listed expenses as itemized miscellaneous expenses. The employee's agency reimbursed a total of \$1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet-related expenses, which

the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA [16827-RELO, 14 April 2006](#)). *This decision is available at: <http://www.gsbca.gsa.gov/relo/s1682714.pdf>.*

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights ([56 Comp. Gen. 53 \(1976\)](#));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA [16104-RELO, 19 June 2003](#));

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA [16104-RELO, 19 June 2003](#));

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the GOV'T's interest (GSBCA [16351-RELO, 1 April 2004](#));

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

13. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self-care at home while the employee and/or spouse are away on a HHT, or are packing or unpacking; and

14. Similar costs.

E. Non-Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in these regulations;

2. Costs that are not allowed in this Volume;

3. Costs reimbursed under other provisions of law or regulations;

4. Costs incurred for reasons of personal taste or preference and not required because of the move;

5. Losses covered by insurance;

6. Fines or other penalties imposed on the employee or dependents;

7. Judgments, court costs, and similar expenses because of civil actions;

8. Expenses due to circumstances, factors, or actions that were not due to the move;

9. Losses/costs due to selling/buying homes and personal property;

10. Duplicate payments for reimbursable expenses;

11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;

12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or JTR;

13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;

14. Fines imposed for traffic infractions while en route to the new PDS;

15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;
19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary QTRS;
20. Costs due to structural alterations; remodeling or modernizing of a residence, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;
21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation; and
22. Costs of newly purchased items, such as rugs or drapes.

F. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. Submit a travel claim following the guidance in DoDFMR (<http://www.dtic.mil/comptroller/fmr>) for costs associated with relocation,
2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder (from the without to the with dependents rate) of MEA.

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SECTION 3: LUMP SUM TQSE (TQSE(LS))

C5380 TQSE(LS) OPTION

TQSE(LS) is a fixed amount payment that always is based on the PDS location maximum per diem rate.

C5382 AUTHORITY

- A. General. The AO, *not the employee*, determines if TQSE(LS) is offered.
- B. Considerations. The following factors must be considered before authorizing TQSE(LS):
1. General
 - a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(LS) amount, instead of TQSE(AE).
 - b. TQSE(LS) may be authorized for the number of days the AO determines necessary, NTE 30 days.
 2. Administration Ease. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(LS) because receipts and supporting statements are not required. The employee is paid prior to the occupancy of temporary quarters and the after the fact voucher process is eliminated under this method.
 3. Cost Considerations
 - a. *TQSE(LS) is limited to no more than 30 days, with no extensions under any circumstances.*
 - *Effective date of transfer of 1 August 2011 or later.*
 - b. *TQSE(LS) is based on either the old or new PDS location maximum per diem rate, or a combination, depending on where temporary QTRS will be occupied.*
 4. Employee Choice
 - a. TQSE(LS) is based on a specific percentage of the locality per diem rate.
 - b. If the AO offers an employee the TQSE(LS) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel authorization.
 - c. The TQSE(LS) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(LS) offer and choose to be reimbursed by TQSE(AE).
 - d. *If the AO inadvertently fails to offer an employee TQSE(LS) and the employee's PCS travel order reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee's PCS travel order to permit the TQSE(LS) option if requested by the employee. ([GSBCA 15902-RELO, 21 March 2003](#))*

C5384 LIMITATIONS

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

- A. Payment Limitation
1. Temporary quarters must be occupied for TQSE(LS) to be paid ([GSBCA 16803-RELO, March 20, 2006](#)/[GSBCA 15573-RELO, February 12, 2002](#)).
 2. The employee must sign a statement, which must be included as part of the service agreement, asserting the

employee will occupy temporary quarters and incur TQSE. If temporary quarters are not occupied and no expense incurred, the employee must return the TQSE(LS) payment.

3. *Under no circumstances may TQSE(LS) be paid for more than a total of 30 days.*

4. TQSE(LS) is paid for **up to** 30 days. The number of days offered is prospective and must be established in advance.

5. Once TQSE(LS) is selected, the employee may not be paid any additional TQSE if the TQSE(LS) is not adequate to cover TQSE expenses.

6. TQSE(LS) is a fixed amount payment based on the old or new PDS locality per diem rate, or a combination (see par. C5382-B3b) in effect when the TQSE(LS) offer is accepted by the employee. The fixed amount payment amount is not changed by any PDS per diem rate change after the employee accepts the offer.

7. The employee should retain lodging receipts or other proof that temporary quarters were occupied in case the agency requests proof temporary quarters were occupied for at least one night. Without sufficient proof, the agency may require TQSE(LS) repayment.

B. Time Limitation. The agency cannot impose limitations on the TQSE(LS) start date ([GSBCA 16267-RELO, 10 December 2003](#)).

C. Erroneous Advice Information. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(LS) method and was authorized TQSE(LS) for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(LS)) problem (the employee inferred TQSE(LS) would continue beyond 30 days. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days. *The employee may not be paid for the additional twelve days. Erroneous advice provided by GOV'T officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists.* ([GSBCA 16437-RELO, 22 September 2004](#))

C5386 ELIGIBILITY PERIOD

The AO determines what TQSE(LS) time period is necessary and authorized *NTE 30 days*.

C5388 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(LS) payment.

C5390 PAYMENT

If the TQSE(LS) amount is more than adequate to cover the employee's TQSE expenses, any balance belongs to the employee ([GSBCA 16208-RELO, 24 October 2003](#)/[GSBCA 16408-RELO, 14 July 2004](#)/[GSBCA 16420-RELO, 15 July 2004](#)), provided that temporary quarters were occupied ([GSBCA 16803-RELO, 20 March 2006](#)/[GSBCA 15573-RELO, 12 February 2002](#)). For example, if employee is authorized 15 days TQSE(LS), but only stays in temporary quarters for 10 days, the employee keeps the remaining 5 days TQSE.

C5392 COMPUTATION

A. HHT. *The number of days paid or reimbursed for a HHT are not deducted from TQSE(LS)*. See Ch 5, Part M for HHT.

B. Payment Basis. TQSE(LS) payment is based on the total number (employee and dependents) *actually moving* to the new PDS, *not* the number of individuals actually occupying temporary lodging.

Example 1. An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(LS) payment is based on the employee plus 3 dependents.

Example 2. An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does *not* move to the new PDS. The TQSE(LS) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(LS) attributable to the dependent who did not move.

C. TQSE(LS) Per Diem Rates/Percentages. *The per diem rates used in the following example(s) are for illustrative purposes only.*

*1. Per Diem Rate Used. The per diem rate used for TQSE(LS) payment is either the maximum old or new PDS (see par. C5382-B3b) locality per diem rate (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate. *Example: If the new PDS is in a locality at which the per diem rate is \$100, the maximum daily rate = \$75 (based on the daily per diem rate of \$100).*

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate. *Example: If temporary lodging is used at a new PDS locality at which the per diem rate is \$100, the maximum daily rate = \$25 (based on the daily per diem rate of \$100).*

D. TQSE(F) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	\$136	.75	30	1	$((\$136/\text{day} \times .75) \times 30 \text{ days}) \times 1 =$	\$3,060
Dependent	\$136	.25	30	4	$((\$136/\text{day} \times .25) \times 30 \text{ days}) \times 4 =$	\$4,080
Total TQSE(LS) Pmt						\$7,140

E. TQSE(LS) Computation Example. The following is an example of how TQSE(LS) payment is calculated.

1. Data Used

- a. Number of days authorized for TQSE(LS) = 30 days.
- b. Locality per diem rate = \$90 (lodging) + \$46 (M&IE) = \$136 total per diem.
- c. Employee percentage = 75%.
- d. Dependent percentage = 25%.
- e. Number of dependents = 4.

2. Employee Calculation

- a. Multiply the maximum per diem rate (\$136) by .75. **$\$136/\text{day} \times .75 = \$102/\text{day}$.**
- b. Multiply the answer in par. C5392-E2a (\$102) by the number of days authorized (30). **$\$102/\text{day} \times 30 \text{ days} = \$3,060$.**

c. In this example, the employee's TQSE(LS) payment is **\$3,060**.

3. Dependents Calculation

a. Multiply the maximum per diem rate (\$136) by .25. **\$136/day x .25 = \$34/day**.

b. Multiply the answer in par. C5392-E3a (\$34) by the number of days authorized (30).
\$34/day x 30 days = \$1,020.

c. In this example, each dependent's TQSE(LS) payment is **\$1,020**.

d. In this example, the four dependents' total TQSE(LS) payment is **\$4,080 (4 dependents x \$1,020/dependent)**.

4. Total Payment. In this example the employee's TQSE(LS) payment is \$3,060 for the employee and \$4,080 for four dependents, for a total TQSE(LS) payment of **\$7,140 (\$3,060 + \$4,080)**.

SECTION 1: GENERAL

C5550 SERVICE AGREEMENT

A. General (FTR, §302-2.12)

1. A service agreement is a written agreement, prepared IAW personnel regulations, between the employee and the employee's agency, signed by the employee and an authorized agency representative, stating that the employee agrees to remain in GOV'T service for a period of time specified in par. C5570-B, after the employee has relocated.

2. All or a portion of these travel and transportation allowances may be lost under certain conditions. See par. C5576.

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

3. Must include, or have appended to the service agreement, a disclosure statement IAW par. C5550-H.

4. Agreement forms, their preparation and disposition are addressed in par. C5562.

B. Failure to Sign a Service Agreement (FTR, §302-2.17). If an employee fails to sign a service agreement, the GOV'T is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

C. Initial Agreement. An initial agreement establishes eligibility for an employee's travel and transportation allowances, the employee's dependents, and HHG.

D. Renewal Agreement. A renewal agreement establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any HHG transportation authority.

E. Appointment/Transfer to an OCONUS Position

1. The employee agrees to complete a prescribed tour of duty at the OCONUS PDS for return travel and transportation allowances.

2. Completion of the specified tour of duty establishes travel and transportation allowance eligibility and does not terminate the employee's employment.

3. This agreement may be an initial agreement or a renewal agreement.

F. More than One Service Agreement (FTR, §302-2.19). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

G. Subsequent Service Agreements (FTR, §302-2.18). Service agreements that are already in effect cannot be voided by subsequent service agreements.

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

H. Reimbursement Disclosure Statement. The employee must sign a statement certifying the employee and/or dependents have not accepted, and will not accept, duplicate reimbursement for the employee's relocation expenses. The employee must also certify that to the best of the employee's knowledge, no third party has accepted duplicate reimbursement for the employee's relocation expenses. The statement must be signed and included with the service agreement prior to the employee receiving any relocation allowances.

C5552 PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT

A. General. Agreements must be negotiated by personnel designated by the DoD COMPONENT concerned.

B. Designated Personnel. For all DoD COMPONENTS, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
2. Any civilian personnel office employee designated to act for a commanding officer in effecting appointments, and
3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

C5554 ACTUAL RESIDENCE ([FTR, §302-2.15](#))

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

C5556 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees)

1. Authorized transportation to the first PDS must be from the appointee's actual residence at the time of selection/assignment.
2. The actual residence is the location at which the appointee lived before selection for the appointment/assignment.
3. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.
4. Whether the college location at which a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

1. General

a. Actual residence must be determined when an individual is initially appointed/transferred to an OCONUS PDS.

b. The GOV'T's obligation for travel and transportation allowances for travel to:

- (1) An OCONUS PDS upon assignment,
- (2) Round trip travel and transportation allowances under a renewal agreement, or
- (3) Return travel and transportation allowances for separation

is limited to movement to/from an employee's actual residence at the time of assignment to OCONUS duty.

c. If, at the time of appointment, the employee is in the OCONUS area temporarily (e.g., as a tourist), the employee subsequently may be eligible for return travel and transportation allowances or RAT.

d. Eligibility for travel and transportation allowances is determined by actual residence designation, based on factual circumstances of each case.

e. Before an agreement is negotiated, the employment office must state the actual residence in the agreement.

f. The actual residence shown in an initial service agreement and the renewal agreement must be the same unless the initial agreement was incorrect. In that event, the correct actual residence must be determined, explained, and stated in the renewal agreement.

2. Consideration Factors

a. Ordinarily, the actual residence is the:

(1) Fixed residence where dependents and HHG are maintained at the time of an individual's appointment/transfer to an OCONUS position, and/or

(2) Place from which transferred or appointed.

b. The desire of an appointee/employee to specify an unjustifiable location as actual residence to:

(1) Establish residence at a certain location, or

(2) Visit a certain location,

must not be a basis for designating that place as the actual residence for travel and transportation allowances purposes.

c. All facts concerning the employee's residence, before assignment to OCONUS duty, must be considered carefully, including:

(1) Home ownership;

(2) Previous residence;

(3) Temporary employment in city from which recruited;

(4) Employment requiring residence apart from the family;

(5) The employee's voting residence; and

(6) The jurisdiction(s) to which the employee pays taxes.

d. Additional factors, in the case of a local hire, are:

(1) The length of absence from the claimed place of residence;

(2) The reasons for such absence; and

(3) Whether a residence has been maintained to which the individual expects to return.

e. Actual residence in a CONUS/Non-foreign OCONUS area could be negated when the individual has:

(1) Established residence locally OCONUS,

(2) Participated in local elections, or

(3) Obtained waiver of U.S. tax liability based on foreign residence ([35 Comp. Gen. 244 \(1955\)](#); [37 id. 846 \(1958\)](#)).

The conditions in par. C5566 are also used in determining actual residence in the CONUS/non-foreign OCONUS area.

3. Documentation. Actual residence documentation must be in the employee's official personnel folder.

4. Change in Actual Residence

a. When actual residence is determined IAW par. C5556-B2, a change:

(1) Is not authorized during a continuous period of OCONUS service, and

(2) May not be approved except in case of an error. ([35 Comp. Gen. 101 \(1955\)](#); [39 id. 337 \(1959\)](#)).

b. Errors must be corrected in the agreement to show the employee's correct actual residence.

C5558 SERVICE AGREEMENT REQUIREMENTS ([FTR §302-2.100\(e\)](#); [2.100\(f\)](#))

Agreement requirements are premised on the employee's status as outlined in the following table:

<u>Situation</u>	<u>Agreement</u>
1. Individual locally employed initially by DoD at an OCONUS PDS who does not meet service agreement eligibility conditions (par. C5566).	1. No service agreement requirement
2. Individuals locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5566).	2. Service agreement required for tour of duty applicable to the OCONUS PDS at which employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Individual locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5566) and OCONUS prior service credit requirements (par. C5570-C7).	3. Service agreement required to serve for 12 months from date of employment, or a time period which, when added to immediate prior period of civilian/military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. DoD employee at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD COMPONENT within the same or a different OCONUS geographical locality (par. C5570-C3).	4. Service agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the tour of duty at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by DoD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD COMPONENT).	5. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.
6. Employee initially hired locally by DOD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD COMPONENT) (par. C5570-C7).	6. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the tour of duty at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.

<u>Situation</u>	<u>Agreement</u>
<p>7. DoD employee at an OCONUS PDS who is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD COMPONENT). See par. C5570-C8.</p>	<p>7. The current service agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for PCS allowances to be authorized to the new PDS. A release from the tour of duty requirement for the GOV'T's convenience without penalty provisions (par. C5574) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment/transfer. Unless released from the tour of duty requirement, failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</p> <p><u>Example 1.</u> If the employee completes the initial service agreement (x) but fails to complete the 12 months service agreement (y) then they may be indebted for the PCS expense to the new PDS based on failure to complete the 12 month agreement not on failure to complete the initial agreement (x). Employee was under 36 month initial agreement (x) & completes 30 months service prior to another PCS move. New 12 months service agreement (y) is signed to cover PCS costs of this second PCS move. Employee completes 40 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as they served only 10 of the 12 months service agreement (y) but did complete the initial service agreement (x).</p> <p><u>Example 2.</u> If the employee fails to complete both the initial agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Employee was under 24 month initial agreement & completes 13 months service prior to PCS move. New 12 months service agreement (y) is signed to cover PCS cost of this second PCS move. Employee completes 20 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as well as return to CONUS if appropriate for failure to complete both service agreements.</p>
<p>8. DoD employee at an OCONUS PDS who completes a prescribed tour of duty, does not perform RAT (par. C5075), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD COMPONENT.</p>	<p>8. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The service agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.</p>

<u>Situation</u>	<u>Agreement</u>
<p>9. A DoD employee at an OCONUS PDS, who completes a prescribed tour of duty, does not perform RAT (par. C5075), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD COMPONENT.</p>	<p>9. Service agreement required to serve the tour of duty in (a) or (b), whichever is greater:</p> <p>(a) 12 months from the date of reporting for duty at the new PDS or</p> <p>(b) The prescribed initial/renewal tour of duty, as applicable, at the new PDS less the tour of duty served at the old PDS. (If the current tour at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the current tour at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.)</p> <p><u>Example 1:</u> An employee completed 18 months of the initial tour at the old PDS. The initial tour at the new PDS is 36 months. An agreement to serve 18 months is required from the date of reporting for duty at the new PDS since the initial tour at the new PDS (36 months) less the tour of duty at the old PDS (18 months) is 18 months.</p> <p><u>Example 2:</u> An employee completed 18 months of a renewal tour at the old PDS. The renewal tour at the new PDS is 24 months. An agreement to serve 12 months is required at the new PDS since the renewal tour at the new PDS (24 months) less the tour of duty served at the old PDS (18 months) is only 6 months.</p> <p>If the tour of duty at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.</p> <p>The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>10. A DoD employee at an OCONUS PDS who completes the prescribed tour of duty, performs RAT (Ch 5, Part K), and returns to the same or a different OCONUS PDS (within the same or to a different DoD COMPONENT).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. See par. C5570-C1.</p>
<p>11. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to the actual residence in CONUS for separation from GOV'T service.</p> <p><i>NOTE: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from GOV'T service) and returning to the employee's actual residence or an alternate location. Separation travel also applies when an employee is separating from an OCONUS activity to continue in GOV'T service at the location of the employee's actual residence or at a different location. See situation #12.</i></p>	<p>11. No service agreement requirement. The employee is authorized separation travel to the actual residence. Separation travel includes (1) transportation for the employee and dependents to the actual residence, (2) per diem for the employee only (3) shipment for the employee's HHG from the OCONUS PDS to the actual residence and SIT (4) drayage for HHG from NTS to the actual residence, (5) return shipment of the employee's POV from the OCONUS PDS to the port/VPC serving the employee's actual residence (6) allowances for POV delivery to the POV port facility/VPC from the old PDS/POV pick up from the POV port facility/VPC to the actual residence if the employee makes a separate trip for that purpose. See par. C5085.</p>

<u>Situation</u>	<u>Agreement</u>
<p>12. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to CONUS where the employee is employed without a break in service with the same or another DoD COMPONENT.</p>	<p>12a. No service agreement requirement if the gaining activity does not authorize PCS allowances. In such case the employee is authorized allowances limited to separation travel allowances to the actual residence. See item 11 above for what is included in separation allowances.</p> <p>12b. Service agreement required to serve for 12 months in GOV'T service from the date of reporting for duty at the new PDS if the gaining activity authorizes PCS allowances. In such case the employee is authorized separation travel allowances and PCS allowances. The separation allowances are described in item 11. The PCS allowances include: (1) transportation (in addition to transportation provided under separation travel) required to move the employee, dependents, HHG and POV to the new PDS, (2) Per diem for the employee and dependents (3) MEA, (4) Real Estate allowances if the employee is eligible, (5) an HHT if authorized by the gaining activity for an eligible employee – see par. C5602) and (6) TQSE if authorized by the gaining activity - see par. C5070.</p>

C5560 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION

A. Transportation and Storage. A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations.

B. Record Maintenance. Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C5562 SERVICE AGREEMENT PREPARATION AND DISPOSITION

A. General

1. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.
2. The provisions of par. C5556 apply when determining the actual residence. Corrections of incorrect actual residence determinations are IAW Service/Agency procedures.
3. The 'duplicate reimbursement disclosure statement' in par. C5550-H must be included with, or as an addendum to, the service agreement.
4. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within CONUS), are available through the Washington Headquarters Service DOD Forms Program at: <http://www.dtic.mil/whs/directives/>.

B. Preparation and Disposition. Preparation and disposition is IAW personnel directives.

C. Service Agreement for OCONUS Employees other than School Teachers. DD Form 1617 (DOD Service Agreement - Transfer of Civilian Employees OCONUS), is used ICW:

1. An employee transferred/assigned to an OCONUS PDS,
2. New appointees appointed to OCONUS positions (see par. C5080-B3 concerning appointments and assignments to the first PDS),
3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and

4. Return transportation of eligible OCONUS local hires.

D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616). This form is

1. Used ICW travel of DODEA teachers, and

2. Available through the Washington Headquarters Service DOD Forms Program at:
<http://www.dtic.mil/whs/directives/>.

E. DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618). This form is used ICW civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

PART M: HHT (FTR §302-5)

C5600 GENERAL (FTR §302-5.1)

A HHT:

1. Is discretionary. *The AO, not the employee, determines if a HHT is necessary.*
2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse. Employee/spouse may perform separate HHTs to the new PDS at GOV'T expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations. See par. C5606.

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

5. May be authorized for an attendant or escort within this Part when Ch 6, Part L or APP E, Part 1, par. A21 apply ([59 Comp. Gen. 461 \(1980\)](#)).

If the HHT is allowed, it should lower the GOV'T's relocation costs by reducing the time in temporary lodging.

C5602 ELIGIBLE EMPLOYEE (FTR §302-5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);
3. GOV'T/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. C1065).

C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302-5.4)

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4630 instead of per diem/AEA while at the training location; or
3. Employee's children, [GSBCA 16907-RELO, 14 August 2006, http://www.gsbca.gsa.gov/relo/s1690714.pdf](#)

C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302-5.9)

Separate HHT round trips by the employee and spouse are allowed; however, the GOV'T's overall cost is limited to the cost of one round trip for the employee and spouse traveling together. The GOV'T's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses (APP G). The HHT trip duration including travel time is limited to 10 days. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. C5618). AEA is not authorized for HHT (par. C5624-B).

1. For example, if the GOV'T's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is \$800; and the employee/spouse each performed a separate round trip HHT for a combined total of \$1,200 – the GOV'T overall reimbursement for both HHT trips is limited to \$800. The excess HHT trip cost of \$400 is borne by the employee.

2. HHT(lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. C5624-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.

C5608 WHEN A HHT MAY BEGIN (FTR §302-5.10)

When authorized, a HHT may begin after the:

1. Employee signs a service agreement; and
2. DoD COMPONENT establishes, and informs the employee of, the reporting date to the new PDS.

***NOTE:** The maximum time for beginning allowable travel and transportation is ordinarily 1 year from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.*

C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and
2. Spouse:
 - a. On the day before the family begins relocation to the new PDS, or
 - b. The expiration of the maximum time for beginning allowable travel and transportation.

C5612 HHT AUTHORIZATION (FTR §302-5.5)

After considering par. C5614-A, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;
2. Whether subsistence reimbursement is per diem under the 'Lodging-Plus' method (par. C5624-B1) or a lump sum (par. C5624-B2);
3. The appropriate HHT duration (NTE the maximum IAW par. C5618);
4. The authorized transportation mode(s) for:
 - a. The HHT to/from the new PDS location; and
 - b. Local travel while house-hunting at the new PDS location.

C5614 CONSIDERATIONS

A. General. *The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.* An AO/AO designee must consider pars. C5614-B through C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the GOV'T, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is authorized, a HHT possibly may be avoided. It might be more advantageous to the GOV'T and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD COMPONENT to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

C5616 PROHIBITIONS

A HHT is not authorized when the:

1. Employee will be assigned to a GOV'T/other prearranged permanent residence at the new PDS location.
2. Employee has not formally agreed to transfer to the new PDS.
3. Old and/or new PDS, are located in a foreign OCONUS area. APP A.
4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

C5618 TRIP DURATION (FTR §302-5.11-12)

A HHT, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. *A funded HHT, including travel time, is NTE 10 calendar days.*

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302-5.14)

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

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.
2. When the new PDS is less than 250 miles, POC transportation is to the GOV'T's advantage. However, a traveler can't be required to use a POC so the AO may authorize another transportation mode.
3. When the distance to the new PDS is 250 or more miles, common carrier is to the GOV'T's advantage. The AO may authorize/approve POC to the GOV'T's advantage when, *and only when*, a written cost comparison demonstrates POC is cost effective.
4. If POC transportation is to the GOV'T's advantage, the MALT rate in par. C2505 applies.

5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.
6. The employee is authorized transportation expenses (including transportation between carrier terminals).

C5622 LOCAL TRANSPORTATION

- A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.
- B. Local Transportation
 1. Local transportation by common carrier, other public transit systems, DTMO-negotiated car rental agreement (par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the MALT rate in par. C2505 may be authorized.
 2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).
- C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

C5624 SUBSISTENCE

- A. General
 1. HHT subsistence expenses are ordinarily reimbursed under the 'Lodging-Plus' method as in par. C5624-B1.
 2. A DoD COMPONENT may, however, offer to pay a lump sum for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer lump sum reimbursement:
 - a. Administration Ease. Per diem payment under par. C5624-B1 ('Lodging-Plus' method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. C5624-B2 is easier to administer because an expense review is not required.
 - b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case-by-case basis. *A single 'generic' decision for all PCS moves is not authorized.*
 - c. Employee Treatment. Consider employee morale and productivity as well as direct costs.
- B. Methods. Calculate an employee's subsistence allowance IAW par. C5624-B1 or C5624-B2.

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

1. 'Lodging-Plus' Computation Method. The standard CONUS per diem rate applies, using the computation as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in Ch 4, Part C, may not be authorized/approved for a HHT.

2. Lump Sum. The amount calculated using par. C5624-B2a or C5624-B2b, as applicable:
 - a. The employee and spouse both travel (together or separately), multiply the applicable locality [per diem rate](#) by 6.25, or
 - b. If only one person (the employee or the spouse) travels, multiply the applicable locality [per diem rate](#) by 5.

3. Lump Sum Payment

- a. The lump sum determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.
- b. Any balance from the determined lump sum not used by the employee for expenses:
 - (1) Belongs to the employee,
 - (2) Is not subject to collection, and
 - (3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

- a. Per diem for Arlington, VA, at the time of travel is \$201 (\$150/ \$51).
- b. The single occupancy lodging cost is \$130.
- c. The DoD COMPONENT offers a HHT and the option of either the lump sum option (par. C5624-B2) or the ‘Lodging-Plus’ option (par. C5624-B1).
- d. When the employee elects per diem under the ‘Lodging-Plus’ computation method for a HHT, and the spouse accompanies the employee, the employee’s computation for the lodging rate is computed at the *single room rate*.

NOTE: *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.*

2. Example 1. The traveler is authorized a 10-day HHT with per diem computed under the ‘Lodging-Plus’ computation method. The standard CONUS per diem rate applies. See par. C5624-B1. The traveler and spouse travel together. ***The traveler must provide lodging receipts.***

<u>Employee’s Per Diem</u>		
Travel day to Arlington:	$75\% \times \$46 = \$34.50 + \$70$ (single lodging cost) =	\$ 104.50
8 days in the Arlington Area:	$\$70$ (Lodging) + $\$46$ (M&IE) = $\$116/\text{day} \times 8$ days =	\$1928.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
Total Per Diem for Employee		\$1,067.00
<u>Spouse’s Per Diem</u>		
Using par. C5125-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
Total Per Diem for Spouse	$75\% \times \$1,067.00$ (employee’s per diem) =	\$800.25
<u>Total Per Diem Payment</u>		
Employee’s per diem		\$1,067.00
Spouse’s per diem		+ <u>\$800.25</u>
Total Per Diem for Employee and Spouse		\$1,867.25

3. Example 2. The employee is authorized a lump sum HHT. See par. C5624-B2a. *No lodging receipt is required.*

Total Lump Sum Subsistence for the Employee and Spouse	\$201 (locality rate) x 6.25 (lump sum rate for employee and spouse) =	\$1,256.25
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4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A:		
The employee elects the 10-day HHT with per diem computed under the 'Lodging-Plus' computation method (par. C5624-B1). Using par. C5125-A, the employee is authorized per diem for the spouse up to the standard CONUS per diem rate. The employee must provide lodging receipts. NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.		
Travel day to Arlington:	\$77 (lodging) + \$34.50 (75% x \$46) =	\$ 111.50
8 days in the Arlington area:	\$77 + \$46 = \$123/day x 8 days =	\$984.00
Travel day back to the PDS:	75% x \$46=	+ \$ 34.50
Total Per Diem for Spouse		\$1,130.00

Situation B:		
The employee elects the lump sum HHT (par. C5624-B2b) for the spouse. <i>No lodging receipts are required.</i>		
Total Lump Sum Subsistence for the Spouse	\$201 x 5 (lump sum for one person)=	\$1,005.00

5. Example 4. The employee is authorized a 10-day HHT with per diem computed under the 'Lodging-Plus' computation method. See par. C5624-B1. The employee and the spouse perform separate HHTs. *The employee must provide lodging receipts.*

Employee's Per Diem		
Travel day to Arlington:	\$130 (single lodging cost) + 75% x \$51 = \$38.25 =	\$ 168.25
5 days in the Arlington Area:	\$130 (lodging) + \$51 (M&IE) = \$181/day x 5 days =	\$ 905.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$1,111.50
Spouse's Per Diem		
Using par. C5125-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	\$130 (single lodging cost) + 75% x \$51 = \$38.25 =	\$ 168.25
4 days in the Arlington Area:	\$130 (lodging) + \$51 (M&IE) = \$181/day x 4 days =	\$ 724.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$ 930.50
Total Per Diem Payment		
Employee's per diem		\$1,111.50
Spouse's per diem		+ \$ 930.50
Total Per Diem for Employee and Spouse		\$2,042.00

C5626 EXPENSE DOCUMENTATION

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C1310 and DoDFMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. 'Lodging-Plus' Method. An employee paid per diem under par. C5624-B1, using the 'Lodging-Plus' method must itemize lodging expenses and have lodging receipts. See par. C1310 and DoDFMR 7000.14-R, Volume 9.
2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

An employee is in a travel status (APP A) while performing house-hunting travel during the authorized absence period.

C5630 NO RETURN TO OLD PDS

A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a HHT is authorized under the 'Lodging-Plus' method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February 2004). Under the circumstances in par. C5630 an employee is *not* in a duty status while house-hunting. DoD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.

C5632 HHT ADVANCE (FTR §302-5.16)

1. A HHT expenses advance may be paid if a HHT under the 'Lodging-Plus' method is offered and elected.
2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the 'Lodging-Plus' method in par. C5624-B1 for the HHT location and duration.
3. If a HHT using the lump sum under par. C5624-B2 is offered and elected, 'subsistence-related' expenses payment does not constitute an advance, whereas the transportation-related expenses may be paid in advance just as for the HHT under the 'Lodging-Plus' method.
4. Also par. C1101-G for house-hunting travel and transportation advances.

C5634 HHT ICW TQSE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodging-Plus' or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For a reimbursed:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,
2. 6-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

B. TQSE(LS). *The number of days paid/reimbursed for a HHT are not deducted from TQSE(LS) IAW par. C5392.*

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PART 1: DoD MEMBERS

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

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

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Benin	24	12		
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Banja Luka	24	18	06-30-08	15
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	10
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	N/A	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	12
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
*Vyskov	*24	*12	*08-11-11	*16
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	11
Dominican Republic	36	24		
Ecuador	36	18		
Manta	N/A	12		
Egypt (except as indicated)	24	18		
Beni Suef	N/A	12		

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India	24	12		
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
Johnston Atoll	N/A	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	11
Kenya (except as indicated)	24	12		

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

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

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Yemen, Republic of	36	24	06-30-08	15
Zaire (See Democratic Republic of Congo)				

NOTES:

1. Tour-length policies for a member assigned to a duty station within Alaska or within Hawai'i are outlined in DoDI 1315.18, par. E3.1.
2. Dependents are permitted only when GOV'T QTRS are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
5. Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.
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.

***16.** PDUSD (P&R) memo of 11 August 2011 allows only adult dependents age 18 years or older on an accompanied tour. The Commander, United States European Command, may authorize, on a case-by-case basis, non-school age children, who will not attain 5 years of age during the sponsor's tour, to accompany the member. This authority may not be delegated below the Chief of Staff, United States European Command.

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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	31 Jul 2009
Belize, Belmopan	SOUTHCOM	Miami	15 Jun 2013
Bolivia, La Paz	SOUTHCOM	Miami	15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	31 Oct 2011
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
Brazil			

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
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
*Shanghai (<i>eff. 8 Jul 2011</i>)	*PACOM	*Honolulu	*7 Jul 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 (<i>for USCG uniformed members only</i>)	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
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

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
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			
*Hyderaba (<i>eff 8 Jul 2011</i>)	*PACOM	*Honolulu	*7 Jul 2013
*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
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
Laos, Vientiane	*PACOM	Honolulu	*7 Jul 2013
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

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
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	28 Feb 2010
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

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
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
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	EUCOM	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

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
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.