

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)****CHANGE 554****1 DECEMBER 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 December 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 34-11(E)/MAP 36-11(E)**. Adds wording to clarify that an official traveler cannot be forced to share lodging with another traveler. Affects par. C4555.

**CAP 75-11(E)/MAP 63-11(E)**. Clarifies excess accompanied baggage reimbursement applies when an eligible traveler is charged a fee by the transportation carrier during official travel per the AO determination in the GOV'T interest and emphasizes when baggage expense reimbursements are not authorized. Aligns APP G 'Baggage' sections with APP A 'Baggage' definition, JTR (Vol. 2) par. C2302 and JFTR, par. U3015. Affects par. C2302 and APP G.

**CAP 90-11(E)/MAP 90-11(E)**. Allows reimbursement for lodging expenses paid to an online booking agent provided an itemized receipt is provided, even if the receipt is from the online booking agent and not the hotel based on CBCA 2431-TRAV, 13 September 2011. Affects pars. C1008-E2b, C4555-B5, T4040-A8, and T4050-B2.

**CAP 95-11(I)/MAP 92-11(I)**. Establishes a tour length of 24 months accompanied (dependents 18 or older) and 12 months unaccompanied for Oradea, Romania for DoD members. Affects APP Q1.

**CAP 96-11(I)/MAP 93-11(I)**. Clarifies there's no reimbursement for the purchase of equipment (e.g., snow tires, GPS) ICW special conveyances, but reimbursement for the purchase of gas or oil is authorized. Affects APP G.

**CAP 97-11(E)/MAP 94-11(E)**. Moves the reference to Invitational Travel Authorizations from par. T4000-E to par. T4000-B4 to provide more clarity that DTS can handle ITAs. Affects pars. T4000-B, T4000-E, and T4000-F.

**CAP 98-11(I)/MAP 95-11(I)**. Updates COLA examples and URLs in APP J that are associated with the redesign and launch of the DTMO website. Affects APP J1, J2, and J3.

**CAP 99-11(I)** -- Synchronize Paragraph Headings and Chapter Tables of Contents. Synchronizes the JTR paragraph headings to match the JTR Tables of Contents.

**CAP 101-11(I)/MAP 100-11(I)**. Certifies Oradea, Romania as a new USEUCOM FEML location, the designated APOD is Baltimore, MD. The FEML effective date is 22 July 2011. Affects APP S.

**CAP 102-11(I)/MAP 101-11(I)**. Establishes a tour length of 24 months accompanied and 24 months unaccompanied for Kigali, Rwanda for DoD members. Affects APP Q1.

**CAP 105-11(I)/MAP 102-11(I)**. Establishes the tour length for Tripoli, Libya as a 12-Month Unaccompanied Tour for DoD members. Affects APP Q1.

**CAP 106-11(I)/MAP 104-11(I)**. Corrects the tour length for Ryukyu Islands, Japan to 24 months, whether accompanied or unaccompanied for DoD civilian employees. Affects APP Q3.

**CAP 107-11(I)**. Adds Hyperlinks for Directive Searches to JTR Ch 5, Parts P2 & P3.

**CAP 116-11(I)/MAP 113-11(I)**. Recertifies Havana, Cuba as an authorized FEML location. FEML location is applicable to eligible Coast Guard member assigned to Havana, Cuba. Affects APP S.

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

**CHANGE 554**

**1 DECEMBER 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 D2	551	551	551	551	550	541	541	541	541	541	541	541	541	541
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Part D4	553	553	552	551	541	541	541	541	541	541	541	541	541	541
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Part J	551	551	551	551	541	541	541	541	541	541	541	541	541	541
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Part L3	519	519	519	519	519	519	519	519	519	519	519	519	519	519
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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	546	541	541	541	541	541
Part C4	542	542	542	542	542	542	542	542	542	542	542	542	542	541
Part C5	546	546	546	546	546	546	546	546	546	542	542	542	542	529
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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	546	517	517	517	517	517
Part C	548	548	548	548	548	548	548	518	518	518	518	518	518	518
Part D	546	546	546	546	546	546	546	546	546	518	518	518	518	518
Part E	547	547	547	547	547	547	547	547	520	520	520	520	520	520
Part F	546	546	546	546	546	546	546	546	546	542	542	542	542	520
Part G	551	551	551	551	546	546	546	546	546	541	541	541	541	541
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Part 2	551	551	551	551	546	546	546	546	546	534	534	534	534	534
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# JOINT TRAVEL REGULATIONS (JTR)

## VOLUME 2

### DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

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## PART A: APPLICATION AND GENERAL RULES

### C1001 APPLICATION

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

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

B. Restrictions. JTR does not apply to:

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

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

D. Duplicate Payment

1. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid to the traveler by another entity.
2. *Expenses reimbursed by another entity must not be paid by the GOV'T.*
3. A non-deductible meal (par. C4554-B) provided to a traveler in a per diem status is not a duplicate payment.
4. The traveler is financially responsible for duplicate payments received, including any allowances covered in these regulations.
5. The Improper Payments Information Act of 2002, Public Law 107-300 may apply. See [http://www.whitehouse.gov/omb/memoranda\\_m03-13](http://www.whitehouse.gov/omb/memoranda_m03-13).

E. Travel not Paid for by the GOV'T

1. Policy. When travel at GOV'T expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C1050-B for policy on travel at GOV'T expense.
2. Employee Status
  - a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave status.
  - b. If the employee is in a duty status, a travel order *must* be issued.
  - c. If the employee is in a leave/other non-duty status, a travel order must *not* be issued.
3. Travel Documentation. Travel documentation provided to the traveler must indicate all of the following:
  - a. Travel is at the traveler's request.
  - b. Attendance at the event is in the DoD's interest.
  - c. Travel is at no expense to the GOV'T.
  - d. No per diem or other reimbursement is authorized.
  - e. No accounting information is placed on the travel documentation.
  - f. The traveler may choose, without penalty, not to perform the travel.

**C1002 IMPLEMENTATION**

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

B. Regulation Review Process. [DoDD 5154.29](#) requires that PDTATAC staff review all written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied IAW GSA's FTR. The review process applies to all DoD COMPONENTS IAW par. C1001-A. The written material should be forwarded as a Word document, via the Service/AGENCY CAP representative found in the Introduction Feedback Reporting section to:

1. Email: [pdtatac@dtmo.pentagon.mil](mailto: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 QTRS Allowance (LQA) under the provisions in the [DoDI 1400.25, Volume 1250](#) and [DSSR Section 031.1](#). TQSA rules are in [DSSR Section 120](#).

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

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

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

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

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

4. Lease Penalty Expense

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

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

**C1005 GAIN-SHARING PROGRAM**

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

**C1006 ADMINISTRATIVE PROCEDURES**

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

**C1007 COMPUTATION RULES**

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

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

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

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

**C1008 DEFENSE TRAVEL SYSTEM (DTS)**

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

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

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

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

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

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

D. Traveler Rights and Responsibilities

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

E. A Typical Business Trip

1. Before the Trip

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

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

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

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

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

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

## 2. During the Trip

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

\*b. Receipts. The DoDFMR 7000.14-R, Volume 9, based on an IRS requirement, requires that each traveler produce each lodging receipt, and each receipt for any individual official travel expense of \$75 or more. ***Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):***

\*(1) Daily hotel room costs;

\*(2) Daily hotel taxes; and

\*(3) Daily miscellaneous fees, if applicable.

## 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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**CHAPTER 2****TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION  
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  - B. Exceptions
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- A. AMC
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- C2053      USE OF AERO CLUB AIRCRAFT**  
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C.    Special Conveyance (Includes Aircraft) Reimbursement  
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<b>C2157</b>	<b>PRIVATELY OWNED CONVEYANCE TAX AND LICENSE FEE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Traveler-paid Charges</li></ul>
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<b>C2162</b>	<b>AIRCRAFT</b> <ul style="list-style-type: none"><li>A. Privately Owned Airplane</li><li>B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)</li></ul>
<b>C2164</b>	<b>PRIVATELY-OWNED MOTORCYCLE</b> <ul style="list-style-type: none"><li>A. PCS-related Travel Policy</li><li>B. TDY-Related Travel Policy</li><li>C. Travel Time</li><li>D. Computation</li></ul>
<b>C2165</b>	<b>TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT</b>
<b>C2166</b>	<b>POC TRAVEL INVOLVING A CAR FERRY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Transportation</li><li>C. Ferry Fees</li><li>D. Foreign Registered Ship Use</li></ul>

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- B. TDY Mileage Reimbursement Rates
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## PART G: BAGGAGE ALLOWANCE

### C2300 ACCOMPANIED BAGGAGE

The rules governing accompanied baggage allowances and charges for excess accompanied baggage are outlined in the carrier's tariff. Travelers should check with individual transportation carriers, prior to travel, for guidance on the allowances and limitations of baggage weight and size as well as the number of bags allowed.

### C2302 EXCESS ACCOMPANIED BAGGAGE

\*A. General. This par. prescribes transportation authority for:

- \*1. Accompanied baggage transported free on a transportation ticket, and
- \*2. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.

\*See APP A for definitions of BAGGAGE and BAGGAGE, ACCOMPANIED.

B. Traveler Responsibility. *The traveler should be financially prepared to pay for excess accompanied baggage.*

C. Authorization/Approval. An AO may authorize/approve excess accompanied baggage.

D. Expense Reimbursement (APP G)

1. Reimbursement Allowed. Examples of situations in which excess accompanied baggage may be necessary (ICW official travel) are:

- a. Family size; and/or
- b. A traveler with a disability/special needs (i.e., ambulatory/respiratory aids); and/or
- c. Professional article(s)/material required for official duties and are not available at the TDY/next PDS location as determined by the Service's/Agency's Secretarial process.

2. Reimbursement Not Allowed. *Excess accompanied baggage reimbursement is not for:*

- a. Pets (par. C5410-D); and/or
- b. Costs incurred when a traveler purchases an airline ticket to accommodate circuitous due to personal convenience travel ICW official travel.
- c. Professional article(s)/material that are/is available or are/is not necessary at the TDY/next PDS location per the Service's/Agency's Secretarial Process. *Reimbursement based on the traveler's preference, personal convenience or contrary to the GOV'T interest is not authorized (par. C1058).*

E. Transportation Charges. Excess accompanied baggage charges that have been authorized before travel may be:

1. Included in GOV'T-procured transportation documents, and/or
2. Reimbursed to the traveler, and/or
3. Paid for with an MCO.

#### C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE

A. Free Checkable Accompanied Baggage. Allowances for free checkable accompanied baggage stipulated in par. C2300 are in addition to the HHG weight allowances.

B. Expedited UB Shipments. UB (APP A) transportation is authorized by an expedited transportation mode when necessary to enable the employee to carry out assigned duties and/or to prevent undue hardship to the employee and/or dependents. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net) may be transported. Total UB NTE 2,000 lbs. (net), including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at GOV'T expense if authorized IAW Agency/Service regulations.

C. Excess UB. When excess UB is allowed ICW PDT, except ICW RAT, the excess weight is part of the maximum HHG weight allowable. If the baggage moves as accompanied baggage, the authorized excess accompanied baggage amount is treated as gross weight. If baggage is shipped as UB, the authorized excess amount is net weight.

D. UB. ***UB weight is part of the employee's authorized HHG weight allowance.*** The maximum weight of UB transported by any mode, at GOV'T expense is 2,000 lbs. (net). When the total weight of UB transported exceeds the authorized weight limit of 2,000 (net), the cost of transporting the excess weight is the employee's financial responsibility. **Example:** Employee's HHG weight allowance is 18,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is 4,500 lbs. The employee opts to transport 800 lbs. of UB by an expedited mode. This falls within the 1,000 lbs. (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,700 lbs. (net) of HHG of the administrative weight limit (including up to 200 lbs. (net) of additional UB) may be transported to the OCONUS PDS but not by an expedited transportation mode.

#### C2305 RENEWAL AGREEMENT TRAVEL (RAT) BAGGAGE TRANSPORTATION

A. General. ***Travelers should transport minimal baggage with them during RAT.*** The maximum baggage allowance that may be authorized at GOV'T expense for an employee and dependents returning to the actual residence to take leave between overseas tours of duty is determined by the transportation mode used by the employee/dependents.

B. Ship Transportation. When the employee/dependents travel by ship, the weight allowance for baggage that accompanies the traveler is 350 lbs. for each adult/dependent (12 or older); and 175 lbs. for each dependent (under 12).

C. Air Transportation

1. When the employee/dependent travels over ocean by air, the accompanied baggage weight allowance for each traveler is 100 lbs/person.

2. ***The 100 lb. weight limit does not include free checkable accompanied baggage.***

D. Weight Limitations. Baggage that:

1. Accompanies the traveler is authorized at the gross weight of the baggage.

2. Does ***not*** accompany the traveler, but is transported separately (e.g., via postal service, FEDEX, etc.) is authorized at the net weight of the baggage.

3. Cannot be transported free on the passenger ticket may be authorized in the travel order for transportation at GOV'T expense to, from, and between POEs, subject to the total weight limitation for the traveler's transportation mode.

**C2306 UB TRANSPORTATION/STORAGE FOR A DEPENDENT STUDENT PERFORMING EDUCATIONAL TRAVEL**

A. UB Shipment. A dependent student (of a civilian employee in a foreign area), who is performing authorized travel at GOV'T expense to/from a school, is authorized a UB (APP A) shipment of 350 lbs. net weight (par. C5160-B). Transportation must be made by the least costly transportation mode that meets the dependent student's needs.

B. UB to an Alternate Location. Should travel to or from an alternate location be authorized on a cost-constructed basis NTE the policy-constructed airfare between the school and the employee's PDS, an allowable UB shipment can also be made on a cost constructed basis to the alternate location. Should travel to an alternate destination cost more than the constructed GOV'T cost between the school and the employee's PDS, the employee is financially responsible for the difference and any required customs clearance/fees.

C. UB Storage. During a dependent student's annual trip between the school and the employee's PDS, an employee may have the dependent student's UB commercially stored in the school's vicinity instead of transporting the UB. The funding DoD Component may pay directly, or an employee may be reimbursed for, the UB storage cost NTE the cost of round-trip UB transportation cost of the stored weight NTE 350 lbs. *The employee is financially responsible for any overweight UB storage costs during educational travel.*

**C2307 STOPPAGE OF BAGGAGE IN TRANSIT**

Care should be taken to stop baggage that has been checked on a ticket beyond the point at which the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on an unused portion of ticket, a full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. *Failure to observe this rule results in any excess cost to the GOV'T being charged to the employee.*

**C2308 BAGGAGE TRANSFER, STORAGE, CHECKING, AND HANDLING**

See APP G for reimbursement of charges for baggage transferring, storing, checking, and handling.

**C2309 UB ICW EXTENDED TDY ASSIGNMENTS**

UB may be authorized/approved when justified ICW a 30 or more day TDY assignment. The allowable weight, NTE 350 lbs., must be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the mission's purpose and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage must not be authorized ICW/in addition to a shipment effected under par. C2309.

**C2310 UB OF A DODEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE**

A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized transportation of:

1. 350 lbs. of UB for each eligible adult, and
2. 175 lbs. of UB for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanied baggage is not authorized ICW/in addition to this shipment. Transportation under par. C2310 is in place of UB the employee may be authorized to transport under the provisions of par. C2305.

**NOTE:** See par. C5160-B for UB ICW PDT.

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## CHAPTER 4

### EMPLOYEE TRAVEL

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## 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/A1PA, 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><b>General Services Administration</b>                      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  <a href="mailto:jill.denning@gsa.gov">jill.denning@gsa.gov</a></p>	<p><b>Defense Travel Management Office (DTMO)</b>                      ATTN: SP&amp;P/Allowances Branch                      4800 Mark Center Drive                      Suite 04J25-01                      Alexandria, VA 22350-9000                      Fax: (571) 372-1301</p>	<p><b>Department of State</b>                      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' 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. GSA, DoD, 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).

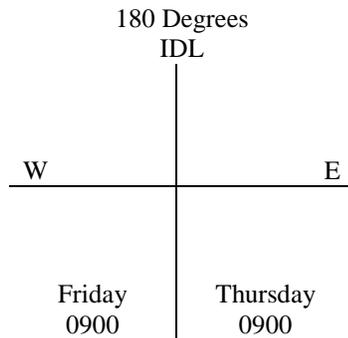
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location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

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

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

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

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



See par. C4565, Example 3, for per diem computation method.

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

#### C4554 PER DIEM RULES CONCERNING MEALS

##### A. M&IE Rate Determination

###### 1. Full Day

###### a. CONUS. The

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

###### b. OCONUS. The:

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

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

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

***NOTE:*** For formal training (par. C4554-A3) and deployments (par. C4990) the schoolhouse or COCOM/JTF commander (not the AO) may specify the GMR or PMR based on GOV'T dining facility/mess availability. The schoolhouse or COCOM/JTF commander may only specify the GMR for a day when all 3 meals are available. The schoolhouse or COCOM/JTF commander may only specify the PMR when at least one meal a day is available. A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess on that U.S. INSTALLATION has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on an interim travel day except when traveling within the AOR IAW par. C4990-E2a(3).

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

3. ***Schoolhouse Training (Formal Courses of Instruction).*** The schoolhouse commander is authorized to determine the appropriate meal rate (GMR, PMR or locality meal rate) regardless of what the AO may put in a TDY order to the contrary (See pars. C4554-A1a for CONUS and par. C4554-A1b for OCONUS). If there is information about the course that provides the appropriate meal rate, that information, and its source should be documented in the order. If that information is not available prior to order issuance, it must be provided to the traveler by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher. ***GOV'T QTRS use may not be directed for a civilian employee (par. C1055-A).***

B. Deductible Meal

1. The PMR in par. C4554-A applies on any day (except travel days to and from the PDS) when one or two deductible meals is/are provided (APP R2, par. J). The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). ***A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.***

2. A deductible meal is a meal:

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

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

3. The following is not a deductible meal:

- a. Box lunch (to include such things as C Rations, K Rations, MREs) -- except when an MRE and/or a box

lunch is the *only method* of providing an adequate meal to a traveler. ***NOTE: See Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR,***

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

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

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

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

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

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

## C4555 RULES CONCERNING LODGING AND LODGING COST

### A. Lodging Location Rules

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

- 1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate for personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.
- 2. Lodging Not Available at a TDY Location. If lodging is not available at a TDY location and must be

obtained in an adjacent locality at which the prescribed maximum per diem rate is higher, a DoD COMPONENT may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

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

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

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

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

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

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

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

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

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

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

***NOTE 3:*** *A traveler assigned at Avon Park Air Force Range (AFR), Florida, lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was*

*approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBICA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBICA also indicated that for the first and last TDY days, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last day 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 authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):***

- \*a. Daily hotel room costs;
- \*b. Daily hotel taxes; and
- \*c. Daily miscellaneous fees, if applicable.

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:
<b>First day</b> (departure day from Location A and arrival day in Location B): \$95 (lodging cost) + \$46 (M&IE) = \$141/day plus lodging tax ( <b>NOTE</b> )
<b>Second thru fifth day:</b> \$95 (lodging cost) + \$46 (M&IE) = \$141/day x 4 days = \$564 plus lodging tax ( <b>NOTE</b> )
<b>Return day to Location A:</b> \$45 (lodging cost) + \$46 (M&IE) = \$91

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

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

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

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

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

\*I. Single and Multiple Occupancy of a Room

\*1. Single Occupancy. *An official DoD civilian traveler cannot be required to share lodgings.* Each official traveler is authorized individual lodging.

\*2. Official Travelers Choose to Share a Room

\*a. Each official traveler is:

\*(1) Allocated the appropriate percentage of the room rate charged (e.g., 2 official travelers –are each allocated 50% of the room cost; 3 official travelers–each is allocated 33%) of the actual rate charged if a room is shared with another/ other official traveler(s), and

\*(2) Responsible for their share of the applicable room rate (e.g., 2 official travelers - each is responsible for 50% of the room rate; 3 official travelers - each is responsible for 33% of the room rate.

\*b. ***Multiple occupancy of a single room does not limit a traveler’s lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a \$100/night lodging area have \$200 with which to pay for a room.***

\*c. Examples of Room Charge Allocation:

\*(1) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$250/night room. Each official traveler is allocated \$125/night (but without an AEA, each only receives \$100 reimbursement since the locality maximum lodging ceiling is \$100/night).

\*(2) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$170/night room. Each official traveler is allocated \$85/night – which is payable since it is below the locality lodging ceiling rate of \$100/night.

\*3. Official Traveler Shares a Room with a Non-GOV’T Traveler(s). If the official traveler shares a room with a person(s) who is not a GOV’T traveler on official travel, then the official traveler is allowed 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](http://www.gsa.gov/statetaxforms) lists jurisdictions in which [lodging tax-exemption](#) may be offered.

**C4556 LODGING AND MEALS PROVIDED WITHOUT COST**

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

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

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

**C4558 PER DIEM FOR TRAVEL BY SHIP**

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

B. GOV'T Ship

1. General. No per diem is payable when TDY aboard a GOV'T ship when QTRS are provided without charge and meals with/without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GOV'T meal rate is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial lodging ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodging cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum lodging amount for the TDY locality concerned.*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. C4554-A1a and C4554-A1b, as applicable. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).

3. Corps of Engineers Floating Plant. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the Standard CONUS M&IE rate (see par. C4550-F3 for the current Standard CONUS per diem rate) is paid. The AO should have stated in the order the circumstances and rate. The actual lodging cost, if any, NTE the Standard CONUS lodging ceiling, is reimbursed.

C. Commercial Ship

1. Employee Not Charged for Meals. An employee is not authorized per diem when traveling aboard a commercial ship when meals are furnished without charge, (or are part of the accommodations cost), except on embarkation and debarkation days if otherwise authorized.

2. Employee Charged for Meals. An employee traveling aboard a commercial ship, other than an oceangoing ferry, for 24 or more hours as a passenger who is charged for meals is authorized the meals portion of per diem equal to the furnished meals cost, except on embarkation and debarkation days if otherwise authorized. The AO should set the meals portion of per diem equal to the anticipated expenses and state in the order the circumstances warranting the rate.

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

1. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized (par. C2205-C).

2. M&IE When Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the rate applicable for the employee's location at 2400 on that day (par. C4550-F).

3. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the employee's location at 2400 on the debarkation day (par. C4553).

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

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

If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. Follow Service/Agency procedures for making lodging arrangements. See pars. C4555-D, C4555-E, and C4555-G.

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

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

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

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

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

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

#### C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT

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

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

C. Leave and Non-workday

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

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

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

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

- b. Leave between Non-workdays. An employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.
- D. Return to PDS on Non-workday. An employee who voluntarily returns home on a non-workday from TDY is reimbursed for the round-trip travel as provided in par. C4677.
- E. Travel on Non-workday to Location other than PDS. An employee on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or PDS is authorized per diem or AEA for the non-workday NTE the amount payable had the employee remained at the TDY site. There is no authority for transportation cost reimbursement (B-171266, 24 February 1971).
- F. Delay in Returning to PDS. When for personal reasons, including taking leave, an employee does not return immediately to the PDS after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. *An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.* Travel time should be based on regular published carrier schedules and becomes approved when the voucher is properly approved.
- G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

#### **C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED**

- A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.
- B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip that exceed those that the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).
- C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon TDY assignment completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY places (except no per diem while at PDS) and return to the place at which leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).
- D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the TDY location (27 Comp. Gen. 648 (1948)).
- E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after duty completion at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses NTE the per diem and transportation expenses for travel from the place at which the leave of absence was interrupted to the place at which the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, an appropriate statement in the order indicates clearly that an administrative determination was made that the personal expense incurred by the employee in

traveling to the leave location made it unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY order (39 Comp. Gen. 611 (1960)).

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

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

H. TDY Order Cancellation after Travel Commencement and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY order is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the order is canceled on/after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

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

#### C4565 PER DIEM COMPUTATION EXAMPLES

##### A. Lodging Tax

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

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

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

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

1. Example 1-TDY Travel

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

2. Example 2-TDY Travel

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

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

<b>Example 3 TDY Travel Involving IDL with a 'Lost' Day</b>			
<p>TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).</p> <p>The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.</p> <p>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&amp;IE for two 8/25 dates.</p> <p><b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	\$90 x 75 % =		\$67.50
20-24 Aug (Friday-Tuesday)	\$135 (lodging) + \$90 (M&IE) = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	\$90 x 75 % =		\$67.50
<b>TOTAL</b>			<b>\$1,350.00</b>

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

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

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

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

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

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

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

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

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

Quick Reference - Per Diem TDY Travel of More Than 12 Hours (4) Day(s) of Return to PDS					
	A	B	C	D	E
	Arrived at the PDS on the same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On the departure day from the TDY location, overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location at which reduced per diem was authorized.
<b>Per Diem for the Return Day to the PDS<sup>5/</sup></b>	75% of the last TDY locality M&IE rate. <sup>1/</sup>	For departure day from the TDY location, the last TDO locality M&IE. Arrival day at the PDS is 75% of the last TDY locality M&IE rate. <sup>1/</sup>	For departure day from the TDY location, M&IE, plus lodging <sup>2/, 5/</sup> cost NTE the stopover locality maximum lodging ceiling. For the PDS arrival day, 75% of the stopover locality M&IE rate. <sup>1/</sup>	The lodging cost NTE the locality maximum lodging ceiling for the location at which lodging was obtained if authorized/ approved by the AO, plus 75% of that same locality M&IE rate. See par. C4553-D2c(4).	75% of the TDY locality M&IE rate. The reduced rate does not apply on the return day to the PDS.

**FOOTNOTES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Per Diem Computation Example

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

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

<p>(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable <b>per diem rate</b>, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31<sup>st</sup> through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:</p>			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee	<b>\$36.60</b> (\$61 x 60%)	<b>\$51</b> (\$85 x 60%)	<b>\$87.60</b>
Employee's spouse	<b>\$36.60</b> (\$61 x 60%)	<b>\$51</b> (\$85 x 60%)	<b>\$87.60</b>
Child (age 12 or older)	<b>\$36.60</b> (\$61 x 60%)	<b>\$51</b> (\$85 x 60%)	<b>\$87.60</b>
Child (under age 12)	<b>\$18.30</b> (\$61 x 30%)	<b>\$25.50</b> (\$85 x 30%)	<b>\$43.80</b>
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	<b>\$128.10</b>	<b>\$178.50</b>	<b>\$306.60</b>
<p>(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$128.10 for M&amp;IE and NTE \$178.50 for lodging), as follows:</p>			
M&IE:	\$128.10 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$223.10 (Daily amount payable to the employee and dependents within the maximum \$306.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).		
Lodging Tax:	\$7.60/day		
Total:	\$230.70 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

**CHAPTER 5****PERMANENT DUTY TRAVEL****Paragraph    Title/Contents****PART A: APPLICABILITY AND GENERAL RULES**

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- C5010**        **ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/MOVEMENTS**
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**PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE**

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**SECTION C3: DEPENDENT STUDENT TRAVEL**


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**SECTION C4: DEPENDENT PER DIEM RATES**


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**SECTION C5: DEPENDENT MEDICAL TRAVEL**


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C5232	<b>REPLACEMENT POV TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Emergency Replacement</li><li>C. Non-emergency Replacement</li><li>D. Limitations</li></ul>
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## **PART H: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)**

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<b>C5352</b>	<b>GENERAL</b>
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	B. Foreign Transfer Allowance (FTA)
	C. Subsistence Expenses
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<b>C5354</b>	<b>TEMPORARY LODGING</b>
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<b>C5356</b>	<b>ELIGIBILITY</b>
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<b>C5360</b>	<b>TQSE(AE) OPTION</b>
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<b>C5362</b>	<b>AUTHORITY</b>

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	D. Occupancy Limitations
<b>C5366</b>	<b>ELIGIBILITY PERIOD</b>
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<b>C5372</b>	<b>COMPUTATION</b>
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**SECTION H3: LUMP SUM TQSE (TQSE(LS))**


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- B. Time Limitation

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<b>C5410</b>	<b>GENERAL PET INFORMATION</b>
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	D. Related Restrictions
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## **PART J: DEPENDENT EARLY RETURN**

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	B. Reimbursement
	C. Limitations
	D. Return of Former Spouse and/or Other Dependent

## **PART K: RENEWAL AGREEMENT TRAVEL (RAT)**

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<b>C5503</b>	<b>ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS</b>

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<b>C5512</b>	<b>ALLOWABLE TRAVEL AND TRANSPORTATION</b>
<b>C5515</b>	<b>RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY</b>
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<b>C5518</b>	<b>TRAVEL IN FAMILY UNITS NOT REQUIRED</b>
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<b>C5524</b>	<b>BAGGAGE TRANSPORTATION</b>
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<b>C5545</b>	<b>DEPENDENT TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. When Authorized</li><li>B. Dependent Eligibility</li><li>C. Authorization Limitations</li><li>D. New Tour at Different OCONUS PDS</li><li>E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS</li></ul>

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**PART L: SERVICE AGREEMENTS**

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<b>C5554</b>	<b>ACTUAL RESIDENCE</b>
<b>C5556</b>	<b>ACTUAL RESIDENCE DETERMINATION</b> <ul style="list-style-type: none"><li>A. Appointees (Including Student Trainees)</li><li>B. OCONUS Employment</li></ul>
<b>C5558</b>	<b>SERVICE AGREEMENT REQUIREMENTS</b>
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- B.    Preparation and Disposition
- C.    Service Agreement for OCONUS Employees other than School Teachers
- D.    DoD Service Agreement - Transfer of Professional School Personnel OCONUS
- E.    DoD Service Agreement - Transfer of Civilian Employees to and within CONUS

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**SECTION L4: TOUR OF DUTY REQUIREMENTS**

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- B.    Minimum Periods of Service
- C.    OCONUS

**C5572        STARTING TOUR OF DUTY**

- A.    Transfer to and within CONUS
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- C.    OCONUS Agreements

**C5574        ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY**

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- B.    Acceptable Reasons for Release from Tour of Duty Requirements
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<b>C5578</b>	<b>AGREEMENT VIOLATION PENALTIES</b>
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	F. Employee Financial Responsibility to the GOV'T
	G. Return Travel Costs
	H. Sample Statement of Liability/Credit Violation of Renewal Agreement
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**PART M: HHT**

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- A. TQSE(AE)
- B. TQSE(LS)

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**PART N: RELOCATION INCOME TAX (RIT) ALLOWANCE**

**C5650            RIT ALLOWANCE**

- A. Purpose
- B. Payments/Reimbursements

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**PART O: TEMPORARY CHANGE OF STATION (TCS)**

**C5700            GENERAL**

**C5705            ELIGIBILITY**

- A. Assignment
- B. Employee
- C. Service Agreement

**C5710            CONDITIONS**

- A. Component Cost Considerations
- B. Employee Tax Considerations
- C. Employee Concerns
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- E. Assignment Length
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- C. Allowances upon Assignment Completion
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- C. Expenses Not Payable

**C5725            SEPARATION FROM GOV'T SERVICE**

- A. After Long-term Assignment Completion

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- B. Before Long-term Assignment Completion

**PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES**

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**C5750      GENERAL**

- A. Conditions
- B. Requirements ICW Reimbursement
- C. Time Limit for Residence/Lease Termination Transactions
- D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS
- E. Residence Sale in Anticipation of Transfer
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- I. FTA and HSTA Lease Penalty

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**C5756      ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE**

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**C5759      REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS**

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- B. Claim Submission
- C. Review and Approval of Reasonable Charges
- D. Approval of Payment
- E. Privacy Act Statement

**C5762      UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT**

- A. Allowable Expenses
- B. Claim Procedure

**C5765      RETURN FROM MILITARY DUTY**

**SECTION P2: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART**

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**C5770      GSBCA, CBCA, AND CG DECISIONS**

- A. Reimbursable and Non-reimbursable Expenses

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
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AH.	Home Inspection Fee
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**SECTION P3: RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE**

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**C5775            RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE**

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**PART Q: RELOCATION SERVICES**

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- A. DoD Contract Services
- B. DoD Component Responsibilities

**C5805            ELIGIBILITY CONDITIONS AND LIMITATIONS**

- A. Eligible Employee
- B. Person Not Covered
- C. Limitations
- D. TCS

**C5810            PROCEDURAL REQUIREMENTS AND CONTROLS**

- A. Employee Option
- B. Dual Benefits Prohibited
- C. Payment Restrictions
- D. Maximum Home Value
- E. Order

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**SECTION Q2: PROPERTY MANAGEMENT (PM) SERVICES**

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**C5815            GENERAL**

- A. Purpose
- B. When PM Services May Be Authorized
- C. Obtaining PM Services
- D. PM Services
- E. Income Tax Consequences of PM Services
- F. Ineligible Employee

**C5820            PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS**

- A. General
- B. PM Services Payment Duration
- C. PM Services Continuation

**C5825            PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS**

- A. Authorized PM Services
- B. PM Services in Lieu of Residence Sale
- C. Repayment of PM Expenses

**Paragraph    Title/Contents**

- D. Residence Sale after Electing PM Services
- E. PM Services Payment Duration

**C5830        PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS**

- A. General
- B. PM Services Payment Duration
- C. Residence Sale Incident to Temporary Official Station Becoming the PDS

**SECTION Q3: HOME MARKETING INCENTIVE PAYMENTS**

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**C5835        GENERAL**

- A. Purpose
- B. Definitions
- C. Tax Consequences

**C5840        ELIGIBILITY****C5845        PAYMENT CONDITIONS**

- A. Eligible Employee
- B. Relocation Services Fee
- C. Authorization

**C5849        MAXIMUM AMOUNT PAYABLE**

- A. Payment Limitations
- B. Payment Examples

**PART R: EMPLOYEE OR DEPENDENT DEATH**

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**C5850        GENERAL**

- A. Component Responsibility
- B. Application
- C. Operational Requirements

**C5855        RESPONSIBILITY**

- A. General
- B. Applicable Regulations

**C5860        DEATH RELATED EXPENSES**

- A. Death Related to Official Duty Performance
- B. Death During an Absence from Duty

**C5865        PREPARATION OF REMAINS**

<u>Paragraph</u>	<u>Title/Contents</u>
	A. Employee
	B. Employee's Dependent
<b>C5870</b>	<b>TRANSPORTATION</b>
	A. Remains of Employee
	B. Remains of Employee's Dependent
	C. Dependents, Baggage and HHG
<b>C5875</b>	<b>PER DIEM TERMINATION</b>
<b>C5880</b>	<b>ESCORT(S) FOR EMPLOYEE REMAINS</b>
	A. Authorization
	B. Limitations
	C. Travel Expenses
	D. Escort Travel
<b>C5885</b>	<b>PCS EXPENSES</b>
	A. PCS Payment to the Employee's Dependent(s)/Immediate Family
	B. Authorized Expenses
<b>C5890</b>	<b>PAYMENT OF EXPENSES</b>
	A. General
	B. Payment Prohibition when Other Laws Apply
	C. Expenses Incident to Death of an Employee Serving in a Contingency Operation

### 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 lodging 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 lodging 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 lodging and incur TQSE expenses. If temporary lodging is 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 lodging was occupied in case the agency requests proof temporary lodging was 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 lodging was 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 lodging 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(LS) 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
<b>Total TQSE(LS) Pmt</b>						<b>\$7,140</b>

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.  **$\$136/\text{day} \times .25 = \$34/\text{day}$** .

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

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 2: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART**

**C5770 GSBGA, CBCA AND CG DECISIONS**

**\*NOTE: Decisions Search. To search for a decision, go to the following websites and use the internal search tool:**

- \*1. Comp Gen/GAO. <http://www.gao.gov/search?q=> (i.e., 52 Comp. Gen. 769 (1973) or B-183436, 22 July 1975))
- \*2. GSBCA. <http://www.gsbca.gsa.gov/> (i.e., GSBGA 15706-Relo (07/17/02))
- \*3. CBCA. <http://www.cbca.gsa.gov/> (i.e., CBCA 1743-Relo (04/28/10))

A. Reimbursable and Non-reimbursable Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15591-Relo (08/29/01)	GSBCA 15506-Relo (08/15/01)	B-251716 (02/10/93)
B-247860 (07/23/92)	71 Comp. Gen. 316 (1992)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

B. Broker's Fees and Real Estate Commissions

CBCA 1743-Relo (04/28/10)	GSBCA 15867-Relo (07/11/02)	GSBCA 15669-Relo (07/02/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15542-Relo (01/24/02)	B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)
B-224628 (01/12/88)	B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)
B-219501 (01/13/86)	B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)
B-214555 (08/28/84)	B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)
B-205849 (06/02/82)	B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)
B-196517 (02/19/80)	58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)
B-184063 (06/15/76)	B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)

C. Advertising, Selling, and Appraisal Expenses

Professional assistance in an unsuccessful sale-by-owner			GSBCA 16246-Relo (12/4/03)
68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

D. Legal and Related Expenses

GSBCA 15718-Relo (02/28/02)	GSBCA 15377-Relo (01/11/02)	GSBCA 15456-Relo (10/03/01)	
B-249311.2 (02/04/93)	B-248906 (11/18/92)	B-248506 (10/26/92)	B-248457 (09/29/92)
B-247860 (07/23/92)	B-217666.2 (04/07/92)	B-229322 (12/08/88)	67 Comp. Gen. 503 (1988)
B-223907 (03/09/87)	66 Comp. Gen. 206 (1987)	B-218953 (06/26/86)	B-218955 (04/11/86)
65 Comp. Gen. 473 (1986)	B-219526 (01/15/86)	64 Comp. Gen. 296 (1985)	B-215552 (12/11/84)
64 Comp. Gen. 24 (1984)	62 Comp. Gen. 426 (1983)	B-206852 (03/09/83)	B-205579 (06/21/82)
B-205503 (06/02/82)	61 Comp. Gen. 352 (1982)	B-205510 (02/08/82)	61 Comp. Gen. 112 (1981)
B-200207 (09/29/81)	B-200691 (08/24/81)	B-199193 (04/22/81)	B-199900 (02/10/81)
B-197504 (05/05/80)	B-193945 (04/29/80)	B-195462 (04/22/80)	58 Comp. Gen. 786 (1979)

**Ch 5: Permanent Duty Travel**  
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B-194668 (09/17/79)	B-194887 (08/17/79)	B-192472 (03/21/79)	B-192593 (01/16/79)
B-191920 (12/16/78)	B-191792 (09/25/78)	57 Comp. Gen. 669 (1978)	B-189569 (06/16/78)
B-189381 (12/15/77)	B-188213 (12/12/77)	B-190122 (11/23/77)	B-189140 (11/23/77)
B-188265 (11/08/77)	B-188970 (10/13/77)	B-188300 (08/29/77)	56 Comp. Gen. 862 (1977)
B-188716 (07/06/77)	56 Comp. Gen. 561 (1977)	B-186254 (03/16/77)	B-187125 (02/09/77)
B-187437 (02/07/77)	B-186290 (09/30/76)	B-183807 (08/30/76)	B-184720 (07/01/76)
B-184063 (06/15/76)	B-183102 (06/09/76)	B-185825 (04/22/76)	B-183161 (02/27/76)
B-183694 (11/24/75)	B-183160 (11/17/75)	B-183792 (08/04/75)	B-183443 (07/14/75)
B-183037 (03/21/75)	54 Comp. Gen. 597 (1975)		

**E. Miscellaneous Expenses**

Avalanche study expense			
GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)	B-235927 (09/06/89)	B-236362 (11/09/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-232729 (03/01/89)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-224775 (04/07/87)
64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	B-220741 (04/03/86)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	63 Comp. Gen. 474 (1984)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-203345 (07/07/82)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-202297 (07/24/81)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-194668 (09/17/79)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-163425 (11/07/78)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-189662 (10/04/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-187890 (02/17/77)
B-182076 (02/05/75)	B-245650 (03/05/92)	GSBCA 16246-Relo, 12/4/03	B-183251 (05/29/75)

**F. Reimbursable Items**

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		
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**G. FHA or VA Loan Application Fee**

GSBCA 15672-Relo (01/18/02)	71 Comp. Gen. 316 (1992)	B-221162 (06/10/86)	B-199888 (03/25/81)
B-189639 (03/24/78)			

**H. Loan Origination Fees and Similar Charges**

CBCA 1827-Relo (07/27/10)	GSBCA 16281-Relo (12/09/03)	GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15613-Relo (09/07/01)	GSBCA 15538-Relo (08/10/01)
B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86)	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)
B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)

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B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	
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**I. Mortgage and Transfer Taxes**

CBCA 1963-Relo (08/02/10)	GSBCA 16424-Relo (07/23/04)	B-248301 (09/25/92)	B-189488 (08/18/77)
B-185487 (08/03/76)	B-183162 (01/27/76)	B-182082 (01/22/75)	B-181795 (11/11/74)
B-171878 (08/08/74)			

**J. State Revenue Stamps**

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

**K. Other Similar Charges**

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

**L. Charge for Prepayment of Mortgage**

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

**M. Mortgage Title Insurance Policy**

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

**N. Owner's Title Insurance Policy**

GSBCA 15801-Relo (07/05/02)	B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)
64 Comp. Gen. 674 (1985)	B-215552 (12/11/84)		

**O. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence**

GSBCA 15629-Relo (10/17/01)	B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-226271 (11/05/87)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	
B-206051 (09/29/82)	B-184928 (09/15/76)	B-235374 (01/11/90)	

**P. Expenses that Result from Construction of a Residence**

GSBCA 15629-Relo (10/17/01)	GSBCA 15415-Relo (06/06/01)	B-226271 (11/05/87)	B-187125 (02/09/77)
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-192420 (08/27/79)	
B-214164 (07/09/84)	B-205510 (02/08/82)	B-171878 (08/08/74)	
B-184928 (09/15/76)	B-181795 (11/11/74)	65 Comp. Gen. 557 (1986)	

**Q. Non-reimbursable Items**

CBCA 1994-Relo (08/19/10)	CBCA 1883-Relo (05/13/10)	CBCA 1762-Relo (03/12/10)	CBCA 1791-Relo (01/14/10)
CBCA 877-Relo (7/3/08)	GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)	B-248906 (11/18/92)

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B-247860 (07/23/92)	B-246296 (03/30/92)		
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**R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property**

CBCA 1829-Relo (04/18/10)	GSBCA 16277-Relo (04/28/04)	B-249621 (01/19/93)	B-241986 (08/15/91)
B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	B-226010 (11/30/87)	B-227503 (08/20/87)
B-220287 (03/11/86)	B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)	64 Comp. Gen. 296 (1985)
B-172742 (11/24/80)	B-197098 (04/24/80)	B-193750 (08/28/79)	B-193578 (08/20/79)
B-190902 (02/14/78)	B-189488 (08/18/77)	B-188716 (07/06/77)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-183958 (04/14/76)		

**S. Interest on Loans, Points, and Mortgage Discounts**

GSBCA 15672-Relo (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)	B-221529 (07/01/86)	

**T. Property Taxes**

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	
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**U. Operating or Maintenance Costs**

GSBCA 15669-Relo (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

**V. Finance Charges**

GSBCA 16403-Relo (08/15/04)	GSBCA 16277-Relo (04/28/04)	GSBCA 15799-Relo (05/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15672-Relo (01/18/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15506-Relo (08/15/01)
B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	B-191203 (05/11/78)

**W. Losses Due to Prices or Market Conditions at the Old and New PDS**

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

**X. Other Sale and Purchase of Residence Expenses**

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GSBCA 15882-Relo (08/15/02)	GSBCA 15735-Relo (07/17/02)	GSBCA 15866-Relo (06/28/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15377-Relo (01/11/02)	GSBCA 15686-Relo (11/07/01)	GSBCA 15645-Relo (10/11/01)	GSBCA 15639-Relo (10/03/01)
B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

Y. Overall Limitations

CBCA 1660-Relo (04/29/10)	B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)
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Z. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)
B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

AA. Exclusions

GSBCA 15615-Relo (08/14/01)	B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)	
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AB. Employee Must Incur Costs

GSBCA 15867-Relo (07/11/02)	GSBCA 15695-Relo (06/10/02)	GSBCA 15761-Relo (05/09/02)	GSBCA 15377-Relo (01/11/02)
GSBCA 15613-Relo (09/07/01)	GSBCA 15560-Relo (06/22/01)	GSBCA 15485-Relo (05/04/01)	

AC. Employee Must Actually Sell/Purchase Real Estate

GSBCA 15580-Relo (01/31/02)	GSBCA 15629-Relo (10/17/01)	GSBCA 15524-Relo (08/09/01)	
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AD. Miscellaneous Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15728-Relo (06/24/02)	GSBCA 15730-Relo (01/24/02)	
GSBCA 15662-Relo (12/20/01)	GSBCA 15529-Relo (11/30/01)	GSBCA 15613-Relo (09/07/01)	
GSBCA 15541-Relo (08/22/01)	GSBCA 15718-Relo (02/28/02)	GSBCA 15591-Relo (08/29/01)	

AE. Regularly Commutes

CBCA 1244-Relo (12-18-08)	CBCA 690-Relo (8-29-07)	GSBCA 15445-Relo (08/02/01)	GSBCA 15514-Relo (11/30/01)
GSBCA 15480-Relo (06/12/01)	GSBCA 15521-Relo (05/17/01)	GSBCA 15403-Relo (05/17/01)	

AF. Relocation Services

GSBCA 15720-Relo (03/28/02)	GSBCA 15760-Relo (03/27/02)	GSBCA 15580-Relo (01/31/02)	
GSBCA 15615-Relo (08/14/01)	GSBCA 15621-Relo (02/14/02)		

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AG. Title Issues

GSBCA 15499-Relo (06/13/01)	GSBCA 15503-Relo (05/03/01)	GSBCA 15379-Relo (04/19/01)	
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AH. Home Inspection Fee

GSBCA 15718-Relo (02/28/02)			
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AI. Home Marketing Incentive Program

CBCA 1710-Relo (03/29/10)	CBCA 1796-Relo (01/14/10)	GSBCA 15621-Relo (02/14/02)	GSBCA 15580-Relo (01/31/02)
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AJ. Extensions for Sale of Residence

GSBCA 15866-Relo (06/28/02)	GSBCA 15639-Relo (10/03/01)		
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AK. Real Estate -- New Employee

GSBCA 15577-Relo (01/15/02)	GSBCA 15686-Relo (11/07/01)		
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AL. Waiver of Debt

Whether agency waives employee's debt is solely within discretion of the agency			
CBCA 1828-Relo (05-07-10)	CBCA 1793-Relo (02-23-10)	GSBCA 14758-Relo, (03/04/99)	

AM. Retirement

Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization/order to the last PDS and the terms of service agreement were fulfilled.	GSBCA 16494-Relo, (11/04/04)
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AN. Relocation Income Tax (RIT) Allowance

The RIT allowance reimburses an eligible transferred employee for substantially all of the additional Federal, State, and local <i>income taxes</i> incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes.		
CBCA 1980-Relo (06/17/10)	CBCA 1709-Relo, (11/12/09)	GSBCA 16828-Relo, (06/08/06)
GSBCA 16820-Relo, (04/19/06)	GSBCA 16781-Relo, (03/16/06)	

**SECTION 3: RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE**

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*\*NOTE 1: Adapted from GSA-provided material.*

*\*NOTE 2: To search for a reference/decision, go to the following websites and use the internal search tool:*

*\*a. FTR. <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl> (i.e., FTR 302-11.200(f)(2))*

*\*b. GSBCA. <http://www.gsbca.gsa.gov/> (i.e., GSBCA 15706-Relo (07/17/02))*

*\*c. CBCA. <http://www.cbca.gsa.gov/> (i.e., CBCA 1743-Relo (04/28/10))*

Fee	Allowable under FTR/JTR	Description
<b>Items Payable ICW Loan (Section 800 on HUD-I)</b>		
<p><b>Loan Origination Charge Line 801</b></p>	<p>The FTR allows for up to 1% of the loan amount to be reimbursed if lender charges are assessed in lieu of an origination fee and reflects charges for services similar to those covered by a loan origination fee.</p> <p>FTR 302-11.200(f)(2)</p>	<p>The Origination Charge lists the lender's and mortgage broker's charge for providing the loan and includes origination fees, processing fees, application fees, administration fees, underwriting fees, document preparation fees, wire fees, lender inspection fees, mortgage broker fees, loan handling and other loan originator miscellaneous fees.</p> <p><b>Some items may be included in this charge that are not reimbursable.</b></p>
<p><b>Loan Origination Fee</b></p>	<p style="text-align: center;"><b>YES</b></p> <p>NTE 1% of the loan amount without itemization of the lenders administrative charges, if designated on the HUD-I Settlement Statement as part of the Loan Origination Charge.</p> <p>See FTR 302-11.201 for exception</p> <p>FTR 302-11.200(f)(2)</p> <p>GSBCA 15384-RELO, 22 January 2001</p>	<p>A fee paid for by the buyer during the purchase of a residence, which is reimbursable if customarily paid by the buyer.</p>
<p><b>Loan Discount Fee</b></p>	<p style="text-align: center;"><b>NO</b></p>	<p>Also known as "points" or "discount points" for the specific interest rate chosen.</p> <p>The Loan Discount is a one-time charge imposed by the lender or broker to lower (or permanently buy down) the interest rate.</p>

Fee	Allowable under FTR/JTR	Description
<p><b>VA Funding Fee</b></p>	<p><b>NO</b>                      GSBCA 14535-RELO, 19 June 1998</p>	<p>Required by law, the VA Funding Fee is intended to enable the veteran who obtains a VA home loan to contribute toward the cost of this benefit, and thereby reduce the cost to taxpayers.</p> <p>This is <b>not</b> an "application fee."</p>
<p><b>Application Fee</b></p>	<p><b>NO</b>                      Unless for FHA and VA or unless charged in lieu of an origination fee, NTE 1%.                      See "ORIGINATION CHARGE".                      FTR 302-11.200(f)(1)                      CBCA 703-RELO, 6 August 2007</p>	<p>A fee that some lenders charge to accept an application.</p> <p>It may or may not cover other costs such as a property appraisal or credit report, and it may or may not be refundable if the lender declines the loan.</p>
<p><b>Appraisal Fee</b></p>	<p><b>YES</b>                      FTR 302-11.200(b)</p>	<p>The Appraisal Fee pays for an opinion of property value made by an independent appraiser for the lender or broker.</p> <p>The lender needs to know if the value of the property is sufficient to secure the loan if the borrower fails to repay the loan on time.</p> <p>The appraiser inspects the house and the neighborhood, and considers sales prices of comparable houses and other factors in determining the value.</p> <p>The appraisal report provides the factual data upon which the appraiser based the appraised value and may include photos.</p> <p>However, the appraisal does not necessarily detect or discuss defects in the property.</p>
<p><b>Credit Report</b></p>	<p><b>YES</b>                      FTR 302-11.200(f)(3)</p>	<p>The Credit Report Fee covers the cost of the credit report, which provides a historical snapshot of the applicant's previous credit history.</p> <p>The lender uses the credit report, along with information contained in the loan application, to determine whether the borrower is an acceptable credit risk and to determine the allowable credit amount.</p>

Fee	Allowable under FTR/JTR	Description
<p><b>Lender's Final Inspection Fee</b></p>	<p>Generally, <b>YES</b></p> <p>Under certain types of loans such as FHA or VA, Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:</p> <p>(a) customarily paid by the purchaser of a residence in the locality in question,</p> <p>(b) in an amount no greater than is customarily paid in that locality, and</p> <p>(c) required by federal, state, or local law, or by the lender as a precondition to the purchase.</p> <p>FTR 302-11.200(f)(11) and (10)</p> <p>GSBCA 14229, 3 March 1998 and 14604, 17 August 1998</p>	<p>A fee paid to inspect the property prior to loan closing to address questions raised based on the appraisal or as a condition to closing as required by the Lender.</p>
<p><b>Processing/Commitment Fee</b></p>	<p>Typically <b>NO</b></p> <p>SEE "ORIGINATION CHARGE".</p> <p>Not generally authorized unless employee can show they were required as incidentals.</p>	<p>A processing fee reimburses the lender and/or mortgage broker for "out-of-pocket" costs incurred for services utilized in processing, underwriting, and closing a loan.</p> <p>These services include such overhead items as phone usage, overnight delivery, postage, copies, and office supplies.</p> <p>A loan commitment is a written notice from the bank or other lending institution saying it will advance mortgage funds in a specified amount to enable a buyer to purchase or refinance a property.</p> <p><b>Under RESPA Reform, this fee is included in the "Origination Charge" and will not be itemized on the HUD.</b></p>
<p><b>Document Preparation (lender and/or mortgage broker)</b></p>	<p>Generally <b>NO</b></p> <p>SEE "ORIGINATION CHARGE"</p>	<p>A fee to reimburse the lender or mortgage broker for preparation of mortgage documents.</p> <p><b>Under RESPA Reform, this fee is included in the "Origination Charge" and will not be itemized on the HUD.</b></p>

Fee	Allowable under FTR/JTR	Description
<b>Underwriting Fee</b>	<p>Generally <b>NO</b></p> <p>SEE "ORIGINATION CHARGE"</p> <p>GSBCA 14256, 12 December 1997</p>	<p>A fee covering the cost of underwriting the loan transaction.</p> <p><b>Under RESPA Reform, this fee is included in the "Origination Charge" and will not be itemized on the HUD.</b></p>
<b>Flood Certification Fee (may appear in 1300 Section)</b>	<p><b>YES</b></p> <p>Generally required by lender</p> <p>FTR 302-11.200(12)</p> <p>GSBCA-14844-RELO, 29 January 1999</p>	<p>Fee for a Flood Certification and the subsequent monitoring of the property's flood zone status (by the guaranteed flood zone vendor) for the life of the loan.</p> <p>A Flood Certification is the process of accurately identifying the location of a structure on a Flood Insurance Rate Map (FIRM) to determine and report the correct flood zone designation.</p>
<b>Tax Service Fee (may appear in 1300 Section)</b>	<p><b>NO</b></p> <p>Generally required by lender, but deemed to be a prerequisite to the extension of credit.</p> <p>GSBCA 16391-RELO, 2 August 2004</p>	<p>A tax service fee is a charge paid to a real estate tax reporting service. The service reports property tax amounts for escrowed loans and delinquencies on non-escrow loans.</p> <p>The tax service agency obtains all relevant tax bills and provides a lender with taxing authority information and tax amounts in an electronic format to ensure the integrity of tax payments during the life of the loan.</p> <p>May be made to a third party.</p>
<b>Items Required By Lender To Be Paid In Advance (Section 900 on HUD-I)</b>		
<b>Prepaid Interest</b>	<p><b>NO</b></p>	<p>The Prepaid Interest Fee is also known as "per diem interest" or "odd days' interest."</p> <p>At settlement, the borrower pays an amount to cover the interest that accrues on the principal balance from the settlement date to the beginning of the period covered by the first monthly payment.</p>
<b>Mortgage Insurance Premium</b>	<p><b>NO</b></p>	<p>If applicable. Usually required on loans with an LTV higher than 80%.</p>
<b>Hazard Insurance Premium</b>	<p><b>NO</b></p>	<p>Premium for insurance to protect homeowner for loss related to certain hazards (i.e., fire, weather damage, vandalism).</p>
<b>Flood Insurance Premium</b>	<p><b>NO</b></p>	<p>Required if property in flood zone.</p>

Fee	Allowable under FTR/JTR	Description
<b>FHA Up Front Mortgage Insurance Premium</b>	NO	Required for FHA loan.
<b>Title and Closing Charges (Section 1100 on HUD-I)</b>		
<b>Title Services and Lender's Title Insurance</b>	YES  FTR 302-11.200(e)(8)  GSBICA 14065-RELO, 5 June 1997  GSBICA 13797, 3 October 1996	<p><b>Under RESPA Reform, this is now a bundled fee and required to protect the lender.</b></p> <p>Title services fees includes any service involved with providing title insurance, including but not limited to: title examination and evaluation; preparation and issuance of title commitment; clearance of underwriting objections; preparation and issuance of policies; all processing and administrative services required to perform these functions, e.g., document delivery, preparation and copying, wiring, endorsements, and notary; and conducting the settlement, plus Lender's Title Insurance, which is coverage required as a condition of closing by the lender.</p>
<b>Settlement or Closing Fee/Escrow Fee</b>	YES  See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	<p>The Closing or Settlement Fee is paid to the title agent or closing attorney for their services rendered in the closing of the loan transaction.</p> <p><b>Under RESPA Reform, this charge is included in the "Title Services and Lender's Title Insurance" fee, but may appear in the margin on the HUD-I if performed by a company different from the one providing title insurance.</b></p>
<b>Abstract or Title Search</b>	YES  See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	<p>The Title Search Fee covers the cost of a title search and examination of records of previous ownership, transfers, and claims of rights to the property, to determine whether the seller can convey clear title to the property, and to disclose any matters of record that could adversely affect the buyer or the lender.</p> <p>Examples of title problems are: unpaid mortgages, judgment or tax liens, conveyances of mineral rights, leases, and power line easements or road right-of-ways that could limit use and enjoyment of the real estate.</p> <p><b>Under RESPA Reform, this fee is included in the "Title Services and</b></p>

Fee	Allowable under FTR/JTR	Description
		<b>Lender's Title Insurance" charge and may not be itemized.</b>
<b>Title Examination</b>	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p>	<p>Fee for an examination of (and render an opinion on) the title search, typically by a licensed attorney.</p> <p>In many states, when an individual renders an opinion to another of the legal significance of the presence or absence of matters of record and/or the condition of the title or give any other advice concerning the application of legal principles, this is considered the practice of law.</p> <p>A title search of the public records, however, does not constitute the practice of law.</p> <p>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</p>
<b>Title Insurance Binder</b>	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p>	<p>Title companies sometimes charge a \$25-\$50 fee to issue a title commitment, which is a temporary insurance binder, pending closing and the issuance of a final title policy.</p> <p>Varies by state.</p> <p><b>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</b></p>
<b>Title Endorsements</b>	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p>	<p>Title insurance endorsements are used to change the coverage of the final title insurance policy.</p> <p>ALTA policies and other forms of title insurance policies provide adequate coverage for a majority of the "simple" real property transactions.</p> <p>If the transfer of title is not simple, the policy coverage needs to be added by endorsement to tailor coverage to meet the homeowner's, the seller's, and/or the lender's needs.</p>

Fee	Allowable under FTR/JTR	Description
		<p>Endorsements can change any port or portion of the policy, although endorsements are usually used to extend or make policy coverage more comprehensive for a particular title issue.</p> <p>The cost for title insurance endorsements varies by endorsement type, property state and by the title insurance company.</p> <p>Some title endorsements are provided free of charge, others cost \$25-\$50, while others might be a percent of the final title policy charge.</p> <p><b>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge, and may not be itemized.</b></p>
<p><b>Document Preparation (title company/closing agent/attorney)</b></p>	<p><b>YES</b></p> <p>See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p> <p>Also refer to GSBCA 15077-RELO, 14 October 1999, which distinguishes between lender doc prep fee and closing agent/title company doc prep fee.</p>	<p>Some closing agents charge Document Preparation Fees for preparing additional forms required for a specific loan closing, such as state recording forms, cover sheets or Affidavits, Power of Attorney, Subordinations, condominium transfer documentation, homestead documentation, Seller's Deeds, etc.</p> <p><b>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</b></p>
<p><b>Notary Fees</b></p>	<p><b>YES</b></p> <p>See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p>	<p>Fee for the services of a Notary Public.</p> <p>Certain loan documents require the signature of a notary public. This fee is typically included in the Closing Fee, but if a separate notary public is present, an additional charge may be imposed.</p> <p><b>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</b></p>
<p><b>Attorney's Fees</b></p>	<p><b>YES:</b> When included in "TITLE SERVICES AND LENDER'S TITLE INSURANCE" charge;</p> <p><b>NO:</b> If listed separately on HUD to cover borrower's personal interests apart from closing/title services function.</p>	<p>In some areas, it is customary for attorneys to perform part of the preliminary title work or to close the loan.</p> <p>Alternatively, the Buyer or Seller's Attorney might perform personal services unrelated to the loan closing, such as Purchase Contract negotiation or review.</p>

Fee	Allowable under FTR/JTR	Description
		<p><b>Fees paid to an attorney for conducting the closing will be included in the "Title Services and Lender's Title Insurance" charge.</b></p> <p>If a borrower selects an attorney to represent the borrower's personal interests at settlement, and the service provided by that attorney is separate from the functions necessary to conduct the closing, provide title services or issue the lender's title insurance policy, this attorney's charge may be separately listed on a blank line in the 1100 series in the borrower's column along with the name of the attorney and the type of service provided. Accordingly, the amount of this attorney's fee should not be included in the charge listed on Line 1101.</p>
<p><b>Loan Tie-In Fee</b></p>	<p style="text-align: center;"><b>YES</b></p> <p>CBCA 1616-RELO, 25 September 2009</p> <p>GSBCA 16815, 31 August 2006</p>	<p>Fee charged by the escrow company to act as a liaison between borrower and lender to ensure loan is funded.</p> <p><b>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</b></p>
<p><b>Owner's Title Insurance</b></p>	<p style="text-align: center;">Generally <b>NO</b></p> <p>However, the FTR provides that the cost be reimbursed provided it is a prerequisite to financing or the transfer of the property or if the owners' title policy is inseparable from other insurance that is required.</p> <p>GSBCA 16043-RELO, 11 March 2003</p> <p>FTR 302-11.202</p>	<p>Coverage that protects the owner's interest. Often times, when Owner's Title Insurance is purchased, the title company provides a simultaneous issue rate, with a significant discount (usually to the Lender's Policy).</p> <p><b><u>NOTE:</u> Typically, when both an owner's and lender's policy is purchased, a discount is applied, usually for the lender's portion.</b></p> <p><b>The GSBCA has ruled that reimbursement of the expense is allowed up to, but not in excess of, the cost of the lender's title insurance if the coverage had been purchased separately -- regardless of how the cost of the policies might be apportioned on the settlement sheet.</b></p> <p><b>GSBCA 16764-RELO 7 (February 2006)</b></p>

Fee	Allowable under FTR/JTR	Description
<b>Government Recording and Transfer Charges (Section 1200 on HUD-1)</b>		
<b>Recording Fees</b>	<b>YES</b>  FTR 302-11.200 (6)	<p>The cost for filing legal documents associated with the mortgage transaction with the clerk of court.</p> <p>Generally, the Security Instrument, Riders and Assignments are recordable documents. Additional forms, such as Power of Attorney or Subordinations, are also recorded.</p> <p>Recording fees are typically charged on a per-page basis. Costs vary by state and often by city or county.</p>
<b>City/County Tax/Stamps</b>	<b>YES</b>  FTR 302-11.200 (5)	<p>City/County Tax Stamps are regulatory fees (i.e., typically written into the local laws) for the purpose of paying clerk of court overhead costs and also to generate local revenue.</p> <p>Stamp Taxes and Transfer Taxes are often itemized interchangeably on the HUD-1 Settlement Statement.</p> <p>Stamps can be affixed to either the Mortgage or the Deed, and payment by Buyer or Seller varies by state.</p>
<b>State Tax/Stamps</b>	<b>YES</b>  FTR 302-11.200 (4)	<p>State Tax Stamps are regulatory fees (i.e., typically written into the state laws) for the purpose of generating state revenue.</p> <p>Stamp Taxes and Transfer Taxes are often itemized interchangeably on the HUD-1 Settlement Statement.</p> <p>Stamps can be affixed to either the Mortgage or the Deed, and payment by Buyer or Seller varies by state. Some states collect a mortgage tax anytime a new mortgage is recorded.</p>
<b>Real Estate Transfer Tax</b>	<b>YES</b>  FTR 302-11.200 (4)	<p>Transfer Taxes are regulatory fees (i.e., typically written into the local or state laws) for the purpose of paying clerk of court overhead costs and also to generate local revenue.</p> <p>Stamp Taxes and Transfer Taxes are often itemized interchangeably on the HUD-1 Settlement Statement.</p> <p>Transfer Taxes are typically applicable to</p>

Fee	Allowable under FTR/JTR	Description
		<p>the Deed, paid on purchase transactions only, and based on the sales price.</p> <p>Generally, Transfer Taxes are paid by the Seller, but in several states, the Buyer is responsible for payment. (Cannot change at settlement)</p>
<p><b>Mortgage Tax</b></p>	<p><b>YES</b> FTR 302-11.200 (4)</p>	<p>Tax imposed on the mortgage (can be charged by city, county, or state).</p>
<p><b>Intangible Tax</b></p>	<p><b>YES</b> FTR 302-11.200 (6)</p>	<p>Intangible Tax is a tax on the value of intangible personal property owned, managed, or controlled by persons residing or doing business in Florida - Reference Sections 199.052(1), 199.133, and 199.175 F.S.</p>
<p><b>Conservation Fee</b></p>	<p><b>YES</b> FTR 302-11.200 (6)</p>	<p>Special fee paid required by some states, such as MN, for the preservation of wildlife and its habitat.</p>
<p><b>Mansion Tax</b></p>	<p><b>YES</b> FTR 302-11.200(f)(4), (6) GSBCA 16271-RELO, 26 November 2003</p>	<p>State tax imposed on properties with consideration (sales price) equal to or greater than one million dollars, typically 1% of the total sales price in the states of New York and New Jersey.</p>
<p><b>NJ Notice of Settlement</b></p>	<p><b>YES</b> FTR 302-11.200 (6)</p>	<p>Required in State of NJ. Fee for publication of a notice of a pending sale or closing to ensure accounting for all liens or judgments between the time of contract sale and conveyance of title and recording of deed.</p>
<p><b>GA Residential Fee</b></p>	<p><b>YES</b> FTR 301-11.200(b) GSBCA 16410-RELO, 11 August 2004</p>	<p>Georgia Residential Mortgage Act (GRMA) Fee: \$6.50 fee assessed by state to fund state's audit.</p> <p>According to the statute establishing the GRMA fee, the fee is paid by the Borrower to the Department of Banking and Finance to fund oversight of Georgia's mortgage industry and provide consumer protection.</p> <p>As such, HUD determined that the fee is a GOV'T fee to be charged to the buyer and should go in the GOV'T fee section of each form.</p>
<p><b>Additional Settlement Charges (Section 1300 on HUD-I)</b></p>		
<p><b>Survey or Plat Drawing (may appear in 1100 Section)</b></p>	<p>Typically <b>YES</b> Applicable regulations permit the reimbursement of the cost of making surveys and the cost of preparing</p>	<p>A survey is a map or chart, drawn by a surveyor, of a lot, subdivision or community; it shows boundary lines, buildings, improvements on the land and easements.</p>

Fee	Allowable under FTR/JTR	Description
	<p>drawings or plats when required for legal or financing purposes if it does not exceed what is customary for that local.</p> <p>FTR 302-11.200(d)</p> <p>GSBCA 15613-RELO, 7 September 2001</p> <p>CBCA 52-RELO, 16 July 2007</p>	<p><b>Surveys are typically a title company requirement</b>, rather than a lender requirement, and the information is used to determine what items (e.g., easements, encroachments) will be excluded from the title coverage (or which exceptions which require a title endorsement to ensure clear title).</p> <p>Variation of survey; A plat is a map representing a piece of land subdivided into lots with streets, boundaries, easements, and dimensions shown thereon.</p> <p>A plat drawing ensures appropriate coverage in the final title insurance policy.</p>
<p><b>Pest Inspection</b></p>	<p>Typically <b>NO</b></p> <p>Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:</p> <p>(a) customarily paid by the purchaser of a residence in the locality in question,</p> <p>(b) in an amount no greater than is customarily paid in that locality, and</p> <p>(c) required by federal, state, or local law, or by the lender as a precondition to the purchase.</p> <p>FTR 302-11.200(f)(11)</p> <p>FTR 302-11.200(f)(12)</p>	<p>Also known as "Termite Inspection."</p> <p>The Pest Inspection tests for pest infestations, wood rot, and water damage.</p> <p>The inspection usually runs around \$75.</p> <p>If repairs are required, the amount to cover those repairs can vary.</p> <p>Pest inspections are usually specified in the Purchase Contract in a geographic area and are <b>generally not imposed as a lender requirement</b>.</p>
<p><b>Structural or Mechanical Inspection</b></p>	<p>Typically <b>NO</b></p> <p>Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:</p> <p>(a) customarily paid by the purchaser of a residence in the locality in question,</p> <p>(b) in an amount no greater than is customarily paid in that locality, and</p> <p>(c) required by federal, state, or local</p>	<p>Inspections to determine whether the structure constructed on the property is structurally sound and that the mechanical systems (i.e., plumbing, heating, electrical, etc.) are safe and in good working order.</p> <p>On new construction this may also include fees for municipal inspections.</p> <p><b>Structural/Mechanical Inspections are generally not imposed as a lender requirement</b>.</p>

Fee	Allowable under FTR/JTR	Description
	law, or by the lender as a precondition to the purchase.  FTR 302-11.200(f)(11)  FTR 302-11.200(f)(11)  GSBICA 16043-RELO, 11 March 2003	
<p align="center"><b>Standard Home Inspection</b></p>	<p align="center">Typically <b>NO</b></p> Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:  (a) customarily paid by the purchaser of a residence in the locality in question,  (b) in an amount no greater than is customarily paid in that locality, and  (c) required by federal, state, or local law, or by the lender as a precondition to the purchase.  FTR 302-11.200(f)(11)  FTR 302-11.200(f)(11)  GSBICA 16043-RELO, 11 March 2003	An inspection made on the home that examines the high-level condition of the home.  This differs from a mechanical or structural inspection, which is typically much more thorough.  <b>Standard home inspections are generally <u>not</u> imposed as a lender requirement.</b>
<p align="center"><b>Water/Well Inspection</b></p>	<p align="center">Typically <b>NO</b></p> Only if purchasers customarily pay for well inspections, if the amount paid is within the amount customarily paid, and if the expense was for a "required" service in purchasing her home.  FTR 302-6.2(f)  GSBICA 14223-RELO, 30 October 1997	Inspection of property that does not have access to a municipal water supply to ensure adequacy of water supply to be used by the property.  <b>Water/Well Inspections are generally <i>not</i> imposed as a lender requirement.</b>
<p align="center"><b>Radon Inspection</b></p>	<p align="center">Typically <b>NO</b></p> Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:  (a) customarily paid by the purchaser of a residence in the locality in question,  (b) in an amount no greater than is	Fee to inspect dwelling to measure the presence of radon gas.  <b>Radon Inspections are generally <i>not</i> imposed as a lender requirement.</b>

Fee	Allowable under FTR/JTR	Description
	<p>customarily paid in that locality, and</p> <p>(c) required by federal, state, or local law, or by the lender as a precondition to the purchase.</p> <p>FTR 302-11.200(f)(11)</p> <p>GSBCA 16648-RELO, 21 July 2005</p>	
<p><b>Roof Inspection</b></p>	<p>Typically <b>NO</b></p> <p>The FTR provides that property inspection fees are reimbursable only when required by Federal, State, or Local law, or by the lender as a precondition to the sale or purchase.</p> <p>FTR 302-11.200(f)(11)</p> <p>GSBCA 16043-RELO, 11 March 2003</p>	<p>Fee to inspect the roof of a dwelling, and is <b>generally not imposed as a lender requirement.</b></p>
<p><b>Pool and Spa Inspection</b></p>	<p>Typically <b>NO</b></p> <p>Same as "Roof inspection" above.</p> <p>FTR 302-11.200(f)(11)</p> <p>GSBCA 16043-RELO, 11 March 2003</p>	<p>Fee to inspect the current condition of all accessible pool components.</p> <p>Inspection consists of pool/spa placement, pool/spa deck surface condition, pool/spa equipment, and operation of that equipment, and <b>generally not imposed as a lender requirement.</b></p>
<p><b>Chimney Inspection</b></p>	<p>Typically <b>NO</b></p> <p>Same as "Roof Inspection" above.</p> <p>FTR 302-11.200(f)(11)</p> <p>FTR 302-11.200(f)(11)</p>	<p>Fee to inspect chimney for adherence to environmental and fire safety standards, and regular maintenance, and is <b>generally not imposed as a lender requirement.</b></p>
<p><b>HOA Transfer Fees</b></p>	<p><b>NO</b></p> <p>CBCA 654-RELO, 27 July 2007</p> <p>HOA is a requirement of occupancy and participation in the management of the cooperative development.</p> <p>The cost of membership is considered a personal expense of the employee and not reimbursable.</p>	<p>A one-time fee to transfer ownership in a Home Owner's Association to the buyer.</p>
<p><b>Power of Attorney</b></p>	<p><b>YES</b></p> <p>Must have been necessary for the transfer of the residence (rather than having been secured merely for reasons of personal preference).</p>	<p>Fee charged to prepare documents delegating legal authority from one party to another.</p>

Fee	Allowable under FTR/JTR	Description
	<p>Must be incurred for services procured by the employee rather than the lender, since fees paid to a lender are considered part of a non-reimbursable finance charge.</p> <p>GSBCA 16114-RELO, 7 August 2003</p>	
<p><b>Builder's Fee for Closing Costs</b></p>	<p><b>NO</b></p> <p>FTR 302-11.202(h)</p>	<p>Prevalent in Texas and Florida, borrower is charged a flat percentage in closing costs (typically up to 1.75%).</p> <p>This fee is charged in addition to usual expenses, and is usually not reimbursable because it includes expenses that are usually paid by the seller of a property.</p>
<p><b>Buyer/Broker Administration Fee</b></p>	<p><b>NO</b></p> <p>FTR 302-11.202(b)</p> <p>CBCA 1693-RELO, 3 December 2009</p>	<p>Charged by real estate agent/broker to attend closing.</p>
<p><b>Home Equity Loan or Line of Credit Closing Costs (2nd Mortgage)</b></p>	<p><b>YES</b></p> <p>If taken out to secure funds with which to purchase a residence at the new official station</p> <p>GSBCA 16410-RELO, 11 August 2004</p> <p>GSBCA 15235-RELO, 15 May 2000</p>	<p>Fees associated with the administration of a home loan or equity line of credit</p>

**CHAPTER 6****EVACUATIONS AND ADVERSE CONDITIONS****Paragraph    Title/Contents****PART A: EVACUATION TRAVEL**

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<b>C6000</b>	<b>LEGAL BASIS</b> <ul style="list-style-type: none"><li>A. Transportation Authority</li><li>B. Pay and Allowances</li><li>C. Department of State (DoS) Standardized Regulations (DSSR)</li><li>D. Memorandum of Agreement</li><li>E. Office of Personnel Management (OPM) Regulations</li></ul>
<b>C6005</b>	<b>FOREIGN AREA EVACUATION</b> <ul style="list-style-type: none"><li>A. Applicable Regulations</li><li>B. Authorizing/Ordering an Evacuation</li><li>C. Authorized Transportation</li><li>D. Subsistence Expense Allowance (SEA)</li><li>E. Actual Expense Allowance (AEA)</li></ul>
<b>C6010</b>	<b>CONUS/NON-FOREIGN OCONUS AREA EVACUATION</b> <ul style="list-style-type: none"><li>A. Applicable Regulations</li><li>B. Authorizing/Ordering an Evacuation</li><li>C. Authorized Transportation</li><li>D. Limited Evacuation</li><li>E. Per Diem/Subsistence Expense</li></ul>
<b>C6015</b>	<b>SAFE HAVEN</b> <ul style="list-style-type: none"><li>A. OCONUS Foreign Area Evacuation</li><li>B. CONUS/Non-Foreign OCONUS Area Evacuation</li><li>C. U.S. Evacuation</li><li>D. Limited Evacuation</li></ul>
<b>C6020</b>	<b>EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION</b>
<b>C6025</b>	<b>POV SHIPMENT</b>
<b>C6030</b>	<b>TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)</b>

Paragraph    Title/Contents**PART B: ADVERSE CONDITIONS TRAVEL**

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<b>C6100</b>	<b>LEGAL BASIS</b>
<b>C6105</b>	<b>ADVERSE LIVING CONDITIONS</b>
<b>C6110</b>	<b>TRANSPORTATION TO AN ALTERNATE LOCATION</b>
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	B. Subsequent Transportation of Dependents/HHG
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**PART C: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA**

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**SECTION C2: DSSR CHAPTER 600 DEFINITIONS**

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<b>C6200</b>	<b>DSSR, CHAPTER 600-DEFINITIONS</b>
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**SECTION C3: DSSR, CHAPTER 600, SUBPARS. 611-639**

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<b>C6200</b>	<b>DSSR, CHAPTER 600 PARS. 611-639</b>
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**SECTION C4: DSSR, CH 600 FAQs**

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<b>C6200</b>	<b>DSSR, CHAPTER 600-FAQs</b>
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**SECTION C5: DSSR, CHAPTER 600, EVACUATION PAYMENTS**

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<b>C6200</b>	<b>DSSR, CHAPTER 600 – EPW EVACUATION PAYMENTS WORKSHEET</b>
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<b>C6300</b>	<b>OPM REGULATIONS</b>
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## CHAPTER 7

### TRAVEL UNDER SPECIAL CIRCUMSTANCES

**Paragraph    Title/Contents**

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<b>C7355</b>	<b>DoD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION</b> <ul style="list-style-type: none"><li>A. Authorization/Approval</li><li>B. Delegation of Authority</li></ul>
<b>C7360</b>	<b>EMPLOYEE RESPONSIBILITY AND DOCUMENTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Reimbursement</li></ul>
<b>C7365</b>	<b>DEFINITIONS</b> <ul style="list-style-type: none"><li>A. PDS</li><li>B. Alternate Location</li><li>C. Employee's Incapacitating Illness or Injury</li><li>D. Family</li><li>E. Personal Emergency Situation</li><li>F. Serious Illness or Injury of Family Member</li><li>G. Fire, Flood, or Act of God</li></ul>

**Paragraph    Title/Contents**

- C7370      EMPLOYEE’S INCAPACITATING ILLNESS OR INJURY**
- A.    General
  - B.    Per Diem Continuation at the Interruption Point
  - C.    Return to PDS/Home
  - D.    Travel to an Alternate Location and Return to the TDY Assignment

- C7375      PERSONAL EMERGENCY SITUATION**
- A.    Return to PDS or Home
  - B.    Travel to an Alternate Destination and Return to the TDY Location
  - C.    Discount Airfare Use
  - D.    Return to the PDS
  - E.    Travel to an Alternate Destination

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

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- C7400      GENERAL**
- A.    Application
  - B.    Reimbursement

- C7405      DEFINITION OF TERMS**
- A.    Member of Congress
  - B.    Congressional Staff Employee
  - C.    Secretary Concerned

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

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

**PART J: TRAVEL FOR AN EMPLOYEE WITH A DISABILITY/SPECIAL NEED**

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- C7450      GENERAL**
- A.    Provisions
  - B.    Policy
  - C.    Applicability
  - D.    Limitations

- C7455      DEFINITIONS**
- A.    Disability
  - B.    Physical/Mental Impairment
  - C.    Major Life Activities
  - D.    Substantially Limits

**Paragraph    Title/Contents**

- E. Has a Record of Such an Impairment
- F. Is Regarded as Having Such an Impairment
- G. Employee with a Special Need

**C7460      ALLOWABLE EXPENSES****C7465      PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/ SPECIAL NEED**

- A. General
- B. Travel Expenses

**C7470      SPECIALLY EQUIPPED AUTOMOBILE TRANSPORTATION BETWEEN CONUS PDSs**

- A. Provision
- B. Transportation/Reimbursement

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

- A. General
- B. Eligibility
- C. Required Health Care Determination
- D. Authorized Health Care
- E. Unauthorized Health Care
- F. Designated Point

**C7505      MEDICAL TRAVEL ADMINISTRATION**

- A. Applicable Regulations
- B. Travel Order
- C. Funding
- D. Excess Costs Agreement
- E. Other than Economy/Coach Class Accommodations

**C7510      TRANSPORTATION**

- A. General
- B. Limitation

**C7515      PER DIEM**

- A. General
- B. Maximum Number of Days
- C. Elective Destinations
- D. Hospital Stays
- E. Dental Care
- F. Obstetric Care

**Paragraph    Title/Contents**

- G. Newborn Infant
- H. Per Diem Rates

**C7520        EXCESS ACCOMPANIED BAGGAGE****C7525        SAMPLE EXCESS COST AGREEMENT****C7530        ATTENDANTS/ESCORTS**

- A. Definition
- B. Determination
- C. Appointment
- D. Travel Allowances
- E. Attendant/Escort Compensation Agreement
- F. Attendant/Escort Per Diem
- G. Non-Concurrent Attendant Travel

**PART L: FAMILY VISITATION TRAVEL (FVT)****C7550        GENERAL**

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

**PART M: EMERGENCY VISITATION TRAVEL (EVT)****C7600        RELATED INFORMATION**

- A. Allowable Expenses due to the Death of an Employee/Dependent
- B. Emergency Travel and Transportation of an Employee due to Illness, Injury, or a Personal Emergency Situation While on TDY
- C. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS
- D. Family Visitation Travel (FVT) when Immediate Family is Evacuated from Employee's Foreign PDS

<u>Paragraph</u>	<u>Title/Contents</u>
<b>C7602</b>	<b>GENERAL</b> <ul style="list-style-type: none"><li>A. Purpose</li><li>B. Allowance Discretion</li><li>C. Restrictions</li><li>D. Limitations</li><li>E. Authority</li></ul>
<b>C7604</b>	<b>LEGAL AUTHORITY</b>
<b>C7606</b>	<b>FUNDING</b>
<b>C7608</b>	<b>LIMIT ON NUMBER OF TRAVELERS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Exceptions</li></ul>
<b>C7610</b>	<b>DEFINITIONS</b> <ul style="list-style-type: none"><li>A. Eligible Employee</li><li>B. Eligible Family Member</li><li>C. Immediate Family Member</li><li>D. Incapacitation</li><li>E. Parent</li><li>F. AO</li><li>G. Serious Illness/Injury</li></ul>
<b>C7612</b>	<b>TRANSPORTATION EXPENSES</b> <ul style="list-style-type: none"><li>A. Expenses Allowed</li><li>B. Expenses Not Allowed</li></ul>
<b>C7614</b>	<b>TRAVEL LIMITATIONS</b> <ul style="list-style-type: none"><li>A. Routing</li><li>B. Indirect Route</li><li>C. Transportation Costs</li><li>D. Reimbursement</li><li>E. Accommodations</li><li>F. Special Fares</li><li>G. Authorized Transportation Mode</li><li>H. U.S.-certificated Air Carriers</li></ul>
<b>C7616</b>	<b>ORDER</b>
<b>C7618</b>	<b>REFUND</b>
<b>C7620</b>	<b>CHARGE TO LEAVE</b>

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

**Paragraph    Title/Contents**

- C7634            UNUSUAL PERSONAL HARDSHIP**  
A.    Personal Hardship  
B.    Travel In Advance of Authorization

- C7636            EVT TABLE**

**PART N: FEML**

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

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

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

**Paragraph    Title/Contents****PART P: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED UNIFORMED SERVICE MEMBER**

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

**PART Q: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**

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- C7900            TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**
- A.    Travel and Transportation Allowances
  - B.    Transportation
  - C.    Documentation

**PART R: TRAVEL OF CONSULTANT/EXPERT**

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- C7905            TRAVEL OF CONSULTANT/EXPERT**
- A.    Authority
  - B.    Conditions

**PART S: WITNESS TRAVEL**

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

**PART T: JUROR TRAVEL**

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- C7915            JUROR TRAVEL**

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

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

Paragraph    Title/Contents

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

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

**APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL**

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. *Incidental Expenses (defined as part of per diem in APP A1) are different than these expenses.* Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DoDFMR, Vol. 9, Travel Policy and Procedures at <http://www.dtic.mil/comptroller/fmr/> prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Reimbursable Expenses Table. A traveler is authorized certain necessary travel and transportation-related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><b>ATM Use (Civilian Employee).</b></p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. <u>DoDFMR</u>, Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X
<p><b>ATM Use (Uniformed Member)</b></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash, check or EFT.</p> <p>3. <u>DoDFMR</u>, Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X		
<p><b>*Baggage, Excess Accompanied (Transportation Cost)</b>. Excess accompanied baggage transportation (APP A1 'Baggage' definition) costs may be authorized/approved by the AO (JFTR, par. U3015 and JTR, par. C2302). Excess accompanied baggage applies to any bag accompanying the traveler for which the airline charges a fee.</p>	X	X	X	X
<p><b>*Baggage Expenses</b>. Reimbursement may be authorized/approved for necessary travel and transportation-related baggage expenses 'handling' incurred on official business per the AO determination. This includes expenses for accompanied baggage that accompanies a traveler without cost on a transportation ticket such as baggage transfer fee when authorized. Charges relating to bags may be reimbursed as baggage or excess accompanied baggage expenses (APP A 'Baggage' definition) when the Service/Agency determines the baggage and related expenses are necessary and in the GOV'T's interest. Baggage expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission. Reimbursable expenses include:</p> <p>1. <u>Baggage Transfer</u>. NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel.</p> <p>*2. <u>Baggage Storage</u> when charges are result of official business (with explanation).</p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>3. <u>Curbside Baggage Check-in Fee</u></p> <p>a. <b>Uniformed Member.</b> <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized.</i> A tip, separate from the fee itself, is reimbursable.</p> <p>b. <b>Civilian Employee.</b> Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</p>				
<p><b>*Baggage Handling Tips.</b> Reimbursement is authorized/approved for necessary travel and transportation-related baggage handling tip expenses incurred on official business per the AO determination. Baggage handling tip expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission.</p> <p>1. <b>Uniformed Member</b></p> <p>a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</p> <p>b. <u>Lodging Establishment.</u> Reimbursement is authorized <i>only</i> for transportation-related tips for handling <i>GOV'T property</i> at lodging establishments.</p> <p>2. <b>Civilian Employee.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following:</p> <p>a. A traveler with a disability/special need (JTR, par. C7460-4),</p> <p>b. Handling of GOV'T property,</p> <p>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</p> <p>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.</p>	X	X	X	X
<b>Birth Certificate.</b> The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
<b>Carrier Terminal Fees.</b> Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost ( <a href="#">52 Comp. Gen. 73 (1972)</a> ).	X	X	X	X
<b>Cell Phone Use.</b> When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
<b>Check Cashing.</b>				
1. <u>Reimbursable.</u> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.	X	X	X	X
2. <u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized.				
<b>Check Costs.</b> The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X
<b>Clerical Assistance.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Communication Services.</b> GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
<b>Computer Connections.</b> Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Conveyance Costs.</b> Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X
<b>Currency Conversion Fees</b>	X	X	X	X
<p>1. <u>Reimbursable</u></p> <p>a. The fee charged ICW currency conversion, including cash conversions.</p> <p>b. The "international transaction fee" for official qualifying transactions charged by:</p> <p>(1) <u>GTCC</u>. This 1% charge is listed as a separate line item on the billing statement.</p> <p>(2) <u>Other than GTCC</u>. When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this charge on a non-GTCC billing statement is reimbursable.</p> <p>2. <u>Not Reimbursable</u>. Losses resulting from currency conversions (<a href="#">63 Comp. Gen. 554 (1984)</a>). <b>NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.</b></p> <p>3. <u>Exchange Rates</u>. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.</p> <p>4. <u>Supplemental Vouchers</u>. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.</p>				
<p><b>Conveyance, Government.</b> <u>When a GOV'T conveyance is authorized</u>, reimbursement is authorized for allowable expenses incurred in operating the GOV'T conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When GOV'T supplies or facilities are not available, examples of allowable expenses are:</p> <p>1. Gasoline and oil;</p> <p>2. Parking fees;</p> <p>3. Repairs;</p> <p>4. Ferry fares;</p> <p>5. Bridge, road or tunnel tolls;</p> <p>6. trip insurance for travel in foreign countries (APP G, Insurance, Driving-Related);</p> <p>7. Guards; and</p> <p>8. Storage fees.</p>		X		X
<b>Disease Prevention Measures.</b> When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
<b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Energy Surcharge Fees</b>	X	X	X	X
<b>Green Card.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>GTCC</b>				
<p>1. <u>Late Payment Delinquent Fees</u>. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. <a href="#">DoDFMR, Volume 9</a>, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements.</p>		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
2. <u>Expedited Delivery</u> . Reimbursable when authorized/approved by the AO.				
<u>Guide Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Insurance, Driving-Related</u> . Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance ( <a href="#">55 Comp. Gen. 1343 (1976)</a> ) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X
<u>Interpreter Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Laundry/Dry-Cleaning Expenses (Civilian Employee Only)</u>  1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during <b>TDY or PCS</b> travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel <b>within CONUS</b> requires at least 4 consecutive nights lodging.  2. <b>Not Reimbursable for OCONUS Travel.</b> <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X
<u>Laundry/Dry-Cleaning Expenses (Uniformed Member Only)</u>  1. <u>Reimbursable for CONUS Travel</u> . Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).  2. <b>Not Reimbursable for OCONUS Travel.</b> <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X		
<u>Legal Service Fees</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<u>License/Permit, International Driver's</u>  1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.  2. The cost of license/permit photos is reimbursable.  3. <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for information on driving abroad.  4. <i>This reimbursement applies only to a member/employee but not dependents.</i>	X	X	X	X
<u>Lodging, Dual</u> . Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		X		X
<u>Lodging Fees/Daytime Lodging Charges</u> . Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
<u>Lodging, Mandatory Fees/Charges</u> . Separately reimbursable, in addition to room rate, when the expense is:  a. not optional; and  b. approved by the AO.  Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Lodging Reimbursement while on Leave (Uniformed Member Only).</b> Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		
<b>Lodging Tax</b> (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).  1. <b>Reimbursable.</b> Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.  2. <b>Not Reimbursable.</b> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i> .	X	X	X	X
<b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>Mission-Related Expenses.</b> Mission-related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.				
<b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</b>  1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.  2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted.  3. <a href="#">59 Comp. Gen. 609 (1980)</a> , <a href="#">59 id. 612 (1980)</a> , <a href="#">60 id. 630 (1981)</a> , and cases cited therein.  4. The AO should consider if the:  a. Traveler acted reasonably and prudently in incurring lodging expenses;  b. Traveler had a reasonable expectation of completing the TDY as authorized;  c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and  d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X
<b>Packer Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Paper Tickets.</b> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i>	X	X	X	X
<b>Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
<b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b>  1. <b>Reimbursement Eligibility</b>  a. <b>General.</b> Reimbursement is authorized for a:  (1) Member,  (2) Employee, and  (3) Dependent (member's and/or employee's).  b. <b>Uniformed Member.</b> Reimbursement authority is for a member who is:  (1) Assigned to a foreign OCONUS area,	X	X	X	X

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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>10. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (<a href="#">GSBCA 15435-RELO, 9 April 2001</a>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Order for Visas and Physical Examinations</u>. A order should be issued to authorize/approve (JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to:</p> <p>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <u>Travel Not Required</u>. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<b><u>Personal Expenses</u></b> . <i>Personal expenses are NOT reimbursable</i> . These include batteries, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items.				
<b><u>Pet Quarantine</u></b> . JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X	
<b><u>Phone Calls (Official)</u></b>				
<p>1. The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),</p> <p>b. Should limit communications to a dollar amount in advance of the TDY, and</p> <p>c. May approve charges after the TDY completion, when appropriate (adopted from <a href="#">GSBCA 14554-TRAV, 18 August 1998</a>).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<b><u>Physical Examination Fees</u></b> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b><u>Prepaid Phone Cards/Cell Phones</u></b> . See Communication Services.				
<b><u>Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked</u></b> . Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X
<b><u>Privately Owned Conveyance (POC) Use on TDY</u></b> . In addition to a TDY mileage allowance, the following official business costs are allowable:				
<p>1. Ferry fares, bridge, road and tunnel tolls;</p> <p>2. Automobile parking fees; (related to official business only (except those incident to PDT)); and</p> <p>3. Aircraft landing, parking, and tie-down fees.</p>		X		X
<b><u>Registered Traveler Membership Fee</u></b> . Individual traveler membership in a registered and/or trusted traveler program is <b>NOT</b> a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is <i>statutorily prohibited</i> by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.				
<b><u>Registration Fee</u></b> . Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X
<b><u>Rental Car Reimbursable Expenses</u></b> . See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<i><b>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</b></i>				
<b>Reports/Correspondence Preparation Services</b> (incl. associated necessary equipment). Services of typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO ( <a href="#">B-145883, 1 September 1970</a> and <a href="#">15 Comp. Gen. 257 (1935)</a> ). This does not cover any materials. Mission-related expenses.		X		X
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X
<b>Service and Processing Fees.</b>  1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:  a. Through a CTO/TMC, and  b. When a CTO/TMC is not available.  2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X
<b>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</b>  <i><b>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</b></i>  *1. <b>CTO Use.</b> A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.  *2. <b>Reimbursable Expenses.</b> <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i>  a. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.  b. Rental cost, tax and local assessments on rental vehicle users.  c. Necessary gas and oil.  d. Aircraft landing and tie-down fees.  e. Transportation to and from the rental facility, public transit systems, and taxi fares.  f. Parking; ferry fares; bridge, road and tunnel tolls;  g. Traveler access fee (when charged);  h. Garage, hangar, or boathouse rental.  i. Operator's subsistence.  j. Optional extra collision hull insurance for rental aircraft.  k. Mandatory rental car insurance coverage required in foreign countries.  l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.  m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use.  n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. <a href="#">B-204486, 19 January 1982 (http://redbook.gao.gov/15/fl0072480.php)</a>.</p> <p>p. <u>Rented Motor Vehicle Damage</u></p> <p>(1) <u>DoD Travelers</u>. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the DoDFMR, Volume 9, Chapter 4, (<a href="#">http://www.dtic.mil/comptroller/fmr/</a>), Statements, itemized bills, and an accident report are typical requirements (<a href="#">47 Comp. Gen. 145 (1967)</a>). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <a href="#">http://www.defensetravel.dod.mil/Rental/</a>.</p> <p>(2) <u>Uniformed Non-DoD Service Member</u>: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.</p> <p>q. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.</p> <p>*3. <u>Expenses that Are Not Reimbursable</u>. The following expenses are <i>not</i> reimbursable:</p> <p>a. <u>Personal Accident Insurance</u>. Personal accident insurance is a personal expense and is not reimbursable.</p> <p>*b. <u>Rental Car Insurance in the U.S./Non-foreign OCONUS Location</u>. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented. <i>See 2o above for classified operations.</i></p> <p>c. <u>Damage to Rental Car when Being Used on Other than Official Business</u>. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. <i>Example: TDY ends on Friday. The traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).</i></p> <p>*d. <u>Purchase of Equipment</u>. The cost of purchased (as opposed to rented) equipment (e.g., snow tires, GPS, toll transponder), is not reimbursable.</p>				
<u>Storage of Property Used on Official Business</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Technology Equipment</u> . Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X
<u>Tips Aboard Commercial Ships (Uniformed Member Only)</u> . Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X			
<u>Tips for Handling GOV'T Property</u> . Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X
<u>Tips, Transportation-Related</u> . Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
<u>Transportation to/from Terminal</u> . POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
<u>Travel and Transportation Related Expenses</u> . Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
<u>Value Added Tax (VAT) Certificate</u> . The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
<u>Visa and Photograph Fees for OCONUS Travel</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

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## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

*This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. Please consult JFTR/JTR, Chs 1-4 for further details.*

#### T4000 INTRODUCTION

A. Application. In this APP:

1. Except where differences are identified, the allowances and responsibilities apply equally to a uniformed member and a DoD civilian employee and any other non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD; and
2. "Authorizing official" or "AO" means the individual who:
  - a. Controls the mission,
  - b. Authorizes the trip, and,
  - c. Controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP:

1. Is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DoD civilian employee and any non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD;
2. Covers individual:
  - a. travel for business,
  - b. travel for schoolhouse training,
  - c. deployment or personnel traveling together via no/limited reimbursement, and,
  - d. certain travel under special circumstances.
3. Is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.
- \*4. Is to be used for Invitational Travel Authorizations. See also JFTR/JTR, APP E.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this APP, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. ADT tours of 140 or more days at one location (except as noted in par. U2146-B) and active duty for other

than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW par. U7150-A4b(3)).

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

\*E. Evacuations. See JFTR/JTR, Ch 6.

#### T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations contained in the JFTR/JTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

#### T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2510. Per diem rates by location showing the lodging, meals and IE components are provided by the DTMO(<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

#### T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

#### B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in the JFTR/JTR, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO or in-house travel arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.
4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:
  - a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement,
  - b. Must use economy-/coach-class for all official GOV'T funded travel, unless other than economy-/coach class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:
    - (1) Medical reasons - JFTR, par. U2000-A2c/JTR, par. C2000-A2c, or
    - (2) Mission requirement - TDY mission timing requires other than economy-/coach-class. When other than economy-/coach-class TDY transportation is authorized/approved because the mission

- timing is “so urgent it cannot be postponed,” other than economy-/coach-class travel should only be authorized on the way to the TDY site. Economy-/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. *JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.*
- c. Must *not* use foreign flag transportation, even if U.S.-certificated air flag carrier fares are higher,
  - d. Who uses other than economy-/coach-class or a foreign flag transportation presumably at GOV'T expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (T4020-B9 for non-reimbursable expenses), and
  - e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the GOV'T would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
9. Non-Reimbursable Expenses
- a. General. The JFTR/JTR addresses “reimbursable” allowances funded by the GOV'T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV'T cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization/approval. Pars. T4020-B9b through T4020-B9d provide clarification.
  - b. Promotional Materials/Benefits
    - (1) A traveler on official business traveling at GOV'T expense AGENCY (APP A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
    - (2) The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost. Examples include vendor-provided complimentary upgrades to rooms or transportation accommodations and upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.

(3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV'T property, and may only be accepted on the GOV'T's behalf.

(4) Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

c. Seat Relinquishing

(1) Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

(2) Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the GOV'T (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/Agency directives.

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

10. Each traveler must be treated as honest, responsible customers, and must follow the rules in the JFTR/JTR. The DoDFMR, Vol. 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

#### 1. Mandatory Policy

***a. It is MANDATORY DoD policy that all Uniformed Service member and DoD civilian travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy-/coach-class tickets purchased at GOV'T expense without prior proper authority (pars. C2204, C2205, and C2208 for exceptions).***

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

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

2. Service Regulations. DoD COMPONENT/Service regulations addresses CTO use.

3. Failure to Follow Regulations. A command/unit is expected to take appropriate:

a. Disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use

(par. T4005).

b. Action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO to issue a YCA airfare when there is a \_CA airfare available that meets mission needs. (CBCA 1511-TRAV, 7 May 2009.)

c. Disciplinary action for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed.)

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (par. T4025-C).

#### B. Requirements

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

a. Services available at a DTMO-contracted CTO (or GSA-contracted TMC in the absence of a DTMO-contracted CTO), or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

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

b. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3125-C/JTR, par. C2204-C).

#### D. Transportation Reimbursement

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

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

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

#### T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (JFTR, par. U4326, **NOTE 1**/JTR, par. C1060, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per TRANSCOM policy, when the CTO is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a reimbursable expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Chapter 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service written material for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <http://www.defensetravel.dod.mil/Rental/>. When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U3310-A1/JTR, par. C2150-item 8).

***NOTE 1: A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***

***NOTE 2: Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

***NOTE 3: Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website (<http://www.defensetravel.dod.mil>) and select Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one vendor listed that has a vehicle available for official GOV'T travel and this vendor should be used.***

#### D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as being to the GOV'T's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO-authorized transportation (e.g., commercial plane). In either case (to the GOV'T's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), JFTR, par. U2020/JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers and plane changes, exceeds 14 hours, and the traveler is not authorized first/business-class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty. ***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.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized, but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare (YCA), not the capacity-controlled city-pair airfare (\_CA), if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY-CONSTRUCTED AIRFARE (APP A1) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U3320, U3410-A, U3415-D, U3420-A, and U3430/JTR, pars. C2101-A, C2102-E, C2103-A, C2104, C2105, and C2192.

#### **T4040 LIVING EXPENSES (PER DIEM)**

The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related reimbursable expenses (APP G) if the AO authorizes/approves them as appropriate to the mission.

##### **A. Lodging Overnight Required - Business Travel Standards**

###### **1. Sleeping**

- a. The cost estimate for lodging should include tax.
- b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., using Service/Agency procedures) at (*not near*) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.
- c. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (*not near*) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010).
- d. GOV'T QTRS availability/non-availability must be documented as indicated in par. U1045-C.
- e. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:
  - (1) when adequate GOV'T QTRS use is directed, and
  - (2) when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and
  - (3) the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)).

**2. *Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or***

*other uniformed facility or elsewhere). The non-availability indicated in par. U1045-C is required only for GOV'T QTRS 'on' the U.S. INSTALLATION at which the member is assigned TDY.*

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

### 3. Civilian Employee

a. *An employee may not be ordered/required to use GOV'T QTRS, nor may the lodging reimbursement simply be limited to the GOV'T QTRS cost.*

b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION.

c. The proper authority under par. C4550-C may prescribe a reduced per diem rate based on the GOV'T QTRS cost and other considerations.

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

e. The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a per diem rate (<http://www.defensetravel.dod.mil/site/perdiem.cfm>) in a lesser amount if 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 appropriate DoD COMPONENT's headquarters, and may not be re-delegated.

f. In the absence of a reduced or no per diem authority on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates are used.

g. 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 for an employee or less than 7 days in CONUS for a member. ***NOTE 1*** (applicable to a civilian employee) following par. T4040-A9 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

### 4. Commercial Lodging Reimbursement

a. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum.

b. If only lodgings that cost more than the published maximum rate are available, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging (300% x \$122 = \$366 - \$46 (for M&IE) = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record.

c. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** (47 Comp. Gen. 127 (1967)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for ***only a uniformed member***. JFTR, par. U4250. The traveler is financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

***NOTE 1:*** The locality per diem lodging ceiling [http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\(\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.

***NOTE 2:*** The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

***NOTE 3:*** The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodgings are available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging location.

5. Lodging with a Friend or Relative

a. Applicable to a Uniformed Service Member. ***Reimbursement of lodging cost is not authorized when staying with a friend or relative.*** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

b. Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the 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 traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

***NOTE 1:*** If the friend or relative is in the business of renting on a regular basis the lodgings 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 where 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 lasted until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 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. GSBCA 16652-TRAV, 26 August 2005.

6. If the traveler is on 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. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging arrangements.

a. If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the

charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

b. A traveler 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, sewer charges,

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR, Ch 4, Part C/JTR, Ch 4, Part C) is authorized/approved. The provisions of JFTR, par. U4141/JTR, par. C4555-G do not apply when the residence is purchased.***

***NOTE: A traveler who purchases or 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 temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. GSBCA 16699-TRAV, 17 August 2005.***

7. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

\*8. 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. ***Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room cost from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):***

- \*a. Daily hotel room costs;
- \*b. Daily hotel taxes; and
- \*c. Daily miscellaneous fees, if applicable.

9. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) 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 dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A9c below.***

***NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A9). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.***

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates.

***NOTE 1: If all three meals are provided, only the IE for that day is payable.***

***NOTE 2: '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.***

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same

with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5.00 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

10. Incidental Expenses (IE). The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$5.00. The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated IE. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

***NOTE 1: Applicable to a civilian employee:***

***a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.***

***b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.***

***NOTE 2: Applicable to a uniformed member:***

***a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2/day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.***

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

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use may not be directed for a civilian employee. See par. T4040-A3.***

2. 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 member receives the IE amount, a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a

daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and APP. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A13 if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A8b (e.g., If a TDY traveler travels from one location in AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.***

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. 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. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

c. *Civilian Employee Only.* In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at.

5. Contingency Operation Flat Rate Per Diem (uniformed member only). See par. U4105-I.

6. Joint Task Force Operations TDY Options

<b>TABLE 1 DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS</b>			
<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
<b><u>Subsist Ashore</u></b>			
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Dining Facility/ Mess – Permanent U.S. INSTALLATION	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Dining Facility/Mess ( <b>In AOR only</b> )	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Dining Facility/ Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Dining Facility/Mess and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
<b><u>Subsist Aboard U.S. GOV'T Ship 3/</u></b>			
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 – “Subsist Ashore” (above table) for order type and payment guidelines.

***NOTE: For BAS DoDFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.***

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (JFTR, par. U3500/JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.
- c. JFTR, par. U3320/JTR, par. C2192 for travel to/from a transportation terminal.
- d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
- f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
- g. Commercial transportation expense reimbursement is authorized/approved *only* if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
- h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
- i. For distance determination JFTR, par. U2020/JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. *JFTR, par. U4510 for occasional meals authority.*

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.***

E. Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,

- d. Drugstores,
  - e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
  4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
  5. The traveler must note the required miles driven.

#### **T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))**

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authority for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/ approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authority for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (See par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
3. ADT (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

***Effective for travel that occurs 20 March 2008 through and including 31 December 2011***

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Ready Reserve Select Reserve member (***and not just any*** RC member) must be:
  - a. Qualified in a skill designated as critically short by the Service Secretary;
  - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's

RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. **Reimbursement.** The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip.*

a. **Transportation.** When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). **NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.**

b. **Lodging and Meals.** The actual cost of the member’s lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

**NOTE 1: The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when ‘MALT-Plus’ for POC travel is paid.**

**NOTE 2: The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.**

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
Situation 2/	Transportation 3/4/	Per Diem
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6/7/
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6/7/
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	See par. T4030-E applies for one-round trip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
Situation 2/	Transportation 3/4/	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized/ approved (par. T4040-C) for travel days only 8/.

**FOOTNOTES  
(Tables 1 and 2)**

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty Training with or without Pay

<b>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/</b>		
<b>Situation</b>	<b>Transportation</b>	<b>Per Diem</b>
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4/	May be authorized reimbursement under par. T4040-F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		

**FOOTNOTES**  
(Table 3)

- 1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

**T4050 TAKING A TYPICAL BUSINESS TRIP****A. Before the Trip**

1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, 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) fees 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 miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. 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.

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

5. Paying for Arranged Services and Obtaining Cash to Pay for 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 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 travel card.

#### B. During the Trip

1. 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 the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

\*2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. See par. T4040-A8 for a *'hotel' receipt from an online booking agent*.

#### C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.

4. 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.

5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:

a. *Must safeguard issued paper tickets, carefully at all times;*

b. Must immediately report a lost/stolen paper ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused paper tickets to the CTO. Unused electronic tickets must immediately be reported to the CTO for a refund. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is***

*usable, if authorized in Service regulations, ICW turning in unused tickets.*

## T4060 AO RESPONSIBILITIES

A. General. 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 the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW 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, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

### B. What's Allowable and Not Allowable

#### 1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

b. Options on city-pair flight use. APP P. *Regulations applicable to the Contract city-pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2 ([http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)).*

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JFTR, par. U3125-B4/JTR, par. C2004-B4, and must be recorded on the Trip Record.

***NOTE 1: If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.***

***NOTE 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.***

***NOTE 3: The 14-hour rule only (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip to the PDS, authority for business-class transportation should not be provided.***

***NOTE 4: When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City-Pair Program is mandatory.***

***NOTE 5:*** When scheduling flights of 14 or more hours, the first choice is always to use economy-/coach-class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy-/coach-class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.

***NOTE 6:*** 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DoD civilian employee, or their dependents. A Uniformed Service member, a DoD civilian employee, and their dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and B-138942, 31 March 1981). JFTR, par. U3125-C/JTR, par. C2204-B. *U.S.-certificated carriers are not "available"* if:

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE:*** *The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.*

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

***NOTE 2:*** When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***Contract fare travel must never be used for personal travel. JFTR/ JTR, APP P, Part 2, 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. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. Lodging Arrangements. The AO should approve lodging arrangements arranged IAW Service/Agency procedures to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate (GSSBCA 14554-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of

the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A13e for more on reduced per diem for a civilian

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. ***a civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS 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 specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

#### T4070 TDY GLOSSARY

**Must, Shall, Should, May, Can, Will.** The following definitions apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

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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>
<b>All OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
Kabul (Personnel assigned to SAO)	N/A	12	08-10-07	<b>11</b>
<b>Alaska (except as indicated)</b>	36	36		<b>1</b>
Adak	N/A	12		
Clear	N/A	12		
Eareckson	N/A	12		
Fort Greely	24	12	05-01-04	
Galena	N/A	12		
King Salmon	N/A	12		
Marine Corps Security Forces	24	12		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	12-07-04	
<b>American Samoa</b>	N/A	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Aruba</b>	24	18		
<b>Australia (except as indicated)</b>	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
<b>Austria</b>	36	24		
<b>Azerbaijan</b>				
Baku (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Azores (See Portugal)</b>				
<b>Bahamas</b>				
Andros Island	24	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
<b>Bahrain</b>	24	12		<b>14</b>
<b>Bangladesh</b>	24	18		
<b>Belgium</b> (except as indicated)	36	24		
Bertrix	N/A	12		
<b>Belize</b>	24	18	09-17-04	
<b>Benin</b>	24	12		
<b>Bermuda</b>	36	24		
<b>Bolivia</b>	24	18		
<b>Bosnia-Herzegovina</b>				
Banja Luka	24	18	06-30-08	<b>15</b>
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Botswana</b>	24	12		
<b>Brazil</b>	36	24		
<b>British Indian Ocean Territory</b>				
Diego Garcia Island	N/A	12		
<b>Bulgaria</b>				
Sofia	24	12		
<b>Burkina Faso</b>	24	12		
<b>Cambodia</b> (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
<b>Canada</b> (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
<b>Chad</b>	24	12	05-02-08	<b>12</b>
<b>Chile</b>	36	24		
<b>Columbia</b>	24	18		
<b>Commonwealth of the N. Mariana Islands</b> (incl. Saipan)	24	12		
<b>Costa Rica</b>	36	24		
<b>Crete</b> (See Greece)				
<b>Croatia</b>				
Zagreb	24	12		
<b>Cuba</b>				
Guantanamo Bay	30	18	04-05-07	<b>2</b>
JTF-GTMO	24	12	04-05-07	<b>2</b>
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		
<b>Czech Republic</b>				
Prague	36	24		
Vyskov	24	12	08-11-11	<b>16</b>
<b>Democratic Republic of Congo</b>	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
(formerly Zaire)				
<b>Denmark</b> (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	N/A	12		
<b>Egypt</b> (except as indicated)	24	18		
Beni Suef	N/A	12		
Cairo (ETSS personnel only)	N/A	12		
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
<b>El Salvador</b>	N/A	12		
Personnel assigned to SAO	24	18		
<b>England</b> (See United Kingdom)				
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
<b>Ghana</b>				
Accra (Personnel assigned to ODC)	24	18	03-19-07	<b>11</b>
<b>Gibraltar</b>	36	24		
<b>Greece</b> (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	24	18		
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	<b>11</b>
<b>Hawai'i</b> (except as indicated)	36	36		<b>1</b>
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	N/A	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
<b>India</b>	24	12		
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
<b>Jamaica</b>	24	12		
<b>Japan</b> (except as indicated)	36	24		<b>3</b>
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
<b>Johnston Atoll</b>	N/A	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
Astana (Personnel assigned to SAO)	24	12	08-10-07	<b>11</b>
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	<b>4, 7</b>
Chongju AB	N/A	12		<b>4</b>
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		<b>4, 5, 6</b>
Gwangju AB (ROK)	N/A	12		<b>4</b>
Joint Security Area	N/A	12		<b>4</b>
Kunsan AB (US)	N/A	12		<b>4</b>
Mujak/Pohang	N/A	12		<b>4</b>
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		<b>4, 5, 6</b>
<b>Kuwait</b>	24	12		<b>9</b>
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	N/A	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
<b>Liberia</b>	24	18	06-30-08	<b>15</b>
<b>*Libya</b>				
*Tripoli (Military Personnel Assigned to SCO)	*N/A	*12	*10-19-11	
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	N/A	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	N/A	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	<b>11</b>
<b>Morocco</b> (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	N/A	12		
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	<b>11</b>
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa</b> (See Japan)				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		
<b>Panama</b> (except as indicated)	36	24		
Galeta Island	N/A	12		
<b>Paraguay</b>	24	18		
<b>Peru</b> (except as indicated)	36	24		
Lima MAAG	30	18		
<b>Philippines</b> (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
<b>Poland</b>				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Bydgoszcz	24	24	10-21-05	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal</b> (except as indicated)	36	24		
Azores Islands	24	15		
<b>Puerto Rico</b> (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
*Oradea	<b>*24</b>	<b>*12</b>	<b>*09-30-11</b>	<b>*15</b>
<b>Russia</b>				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	<b>11</b>
*Rwanda				
*Kigali	<b>*24</b>	<b>*24</b>	<b>*10-17-11</b>	
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>Saudi Arabia</b> (except as indicated)	24	12		<b>8</b>
Eskan Village, Riyadh	24	12	07-18-08	<b>13</b>
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	<b>11</b>
<b>Serbia</b>				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	<b>11</b>
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain</b> (except as indicated)	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand</b> (except as indicated)	24	18		
Bangkok	36	24		
<b>Tunisia</b>	24	18		
<b>Turkey</b> (except as indicated)	24	15		
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	N/A	12		
Izmit	N/A	12		
Karatas	24	12		
Malatya	24	12		
Murted	N/A	12		
Oratakoy	N/A	12		
Pirinclik	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		<b>3</b>

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	12-01-03	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	N/A	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	N/A	12		
<b>Yemen, Republic of</b>	36	24	06-30-08	<b>15</b>
<b>Zaire</b> (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.

**PART 3: DoD CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY**

*See JTR, Ch 5, Part A for applicable regulations.*

A. Standard Tours of Duty. Standard tours of duty are:

1. 36 months under an initial service agreement, and
2. 24 months under a renewal agreement

and apply to an employee assigned OCONUS unless an exception is prescribed in this APP. JTR, par. C5570-C.

B. Tour Length Exceptions. The 24, 18, and 12-month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

1. A specific area within that location,
2. Certain employees, and/or
3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, APP Q, Part IV, par. A.

E. Tour Lengths

**NOTE:** *Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.*

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Afghanistan</b>		X			
<b>Alaska</b>					
Adak					X
Aleutian Islands					X
Isolated Mainland Bases					X
Kodiak Island					X
<b>Ascension Island</b>					X
<b>Australia</b>					
Northwest Cape		X			
<b>Azores (See Portugal)</b>		X			
<b>Bahamas</b>					
Andros Island		X			
<b>Bahrain</b>		X <sup>18</sup>	X <sup>2</sup>		
<b>Bosnia-Herzegovina</b>		X			
Banja Luka		X <sup>9</sup>			

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>British Indian Ocean Territory</b>					
Diego Garcia Island					X
<b>Bulgaria</b>			X <sup>2</sup>		
<b>Burma</b> (See Myanmar)					
<b>Cambodia</b>					
Phnom Penh ( <i>eff 06-21-10, Personnel assigned to NAMRU-2</i> )		X <sup>1</sup>			X <sup>2</sup>
<b>Canada</b>					
Newfoundland & Labrador					
Gander					X
Argentia		X <sup>1</sup>	X <sup>2</sup>		X
Northwest Territories					X
St. Anthony					X
<b>Christmas Island</b>					X
<b>Commonwealth of the N. Mariana Islands</b>					
Saipan		X			
<b>Croatia</b>		X			
<b>Cuba</b>					
Guantanamo Bay		X <sup>1</sup>			X <sup>2</sup>
<b>Democratic Republic of Congo</b> (formerly Zaire)		X			
<b>Diego Garcia</b> (See British Indian Ocean Territory)					
<b>Dominican Republic</b>		X			
<b>Egypt</b>		X <sup>1</sup>			X <sup>2</sup>
<b>El Salvador</b>			X <sup>2</sup>		
<b>Eniwetok</b> (See Marshall Islands)					
<b>Ethiopia</b>					X
<b>Finland</b> (All locations outside Helsinki)		X			
<b>Greece</b>		X			
<b>Greenland</b>			X		
<b>Guam</b>		X			
<b>Haiti</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Honduras</b>			X <sup>2</sup>		
<b>Hong Kong</b>		X			
<b>Hungary</b> ( <i>eff 11-25-08</i> )					
Papa		X <sup>1</sup>		X <sup>2</sup>	

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Iceland</b>		X <sup>4</sup>			X <sup>2 6</sup>
<b>Indonesia</b>					X <sup>2</sup>
<b>Iran</b> (except as indicated below)					X
Isfahan		X			
Tehran		X			
<b>Israel</b>		X <sup>1</sup>	X <sup>2</sup>		
<b>Italy</b>					
Sardinia (La Maddalena)		X <sup>4</sup>	X <sup>5 6</sup>		
Sicily (Comiso and Ragusa)		X <sup>4</sup>	X <sup>5 6</sup>		
<b>Japan</b>					
Iwo Jima					X
Kure		X <sup>1</sup>			X <sup>2</sup>
*Ryukyu Islands		*X			
Wakkanai		X <sup>1</sup>			X <sup>2</sup>
<b>Johnston Atoll</b>		X <sup>4</sup>			X <sup>2 6</sup>
<b>Jordan</b>		X			
<b>Korea</b> (except as indicated below)	X <sup>3</sup>	X <sup>1</sup>			X <sup>2</sup>
Dongducheon (Camps Casey, Hovey, Mobile, and Castle)		X <sup>1</sup>			X <sup>2</sup>
Uijongbu (Camps Jackson, Red Cloud, Stanley)		X <sup>1</sup>			X <sup>2</sup>
<b>Kuwait</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Kwajalein</b> (See Marshall Islands)					
<b>Laos</b>		X			
<b>Liberia</b>		X <sup>9</sup>			
<b>Libya</b>			X		
<b>Mahe Island</b> (See Seychelles)					
<b>Marshall Islands</b>					
Eniwetok					X
Kwajalein		X			
<b>Mexico</b>					
Coatzacoalcos		X <sup>1</sup>	X <sup>2 6</sup>		
Vera Cruz		X <sup>1</sup>	X <sup>2 6</sup>		
<b>Midway Islands</b>					X
<b>Montenegro</b>		X			
<b>Morocco</b>		X			
<b>Myanmar</b>		X			
<b>Nigeria</b>		X <sup>1</sup>			X <sup>2</sup>

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Oman</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Pakistan</b> (except as indicated below)			X		
Islamabad					X <sup>2</sup>
Karachi					X <sup>2</sup>
Lahore					X <sup>2</sup>
Peshawar					X <sup>2</sup>
<b>Panama</b>		X			
<b>Philippines</b>		X			
<b>Portugal</b>					
Azores		X			
<b>Puerto Rico</b>		X			
<b>Romania</b>			X <sup>2</sup>		
<b>Qatar</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Russia</b>					
Moscow		X			
<b>Saudi Arabia</b>		X <sup>17</sup>			X <sup>2</sup>
<b>Serbia</b>		X			
<b>Seychelles</b>					
Mahe Island					X
<b>Somali Republic</b>			X		
<b>Taiwan</b>		X			
<b>Thailand</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Turkey</b> (except as indicated below)		X			
Cakmakli					X <sup>2</sup>
Corlu					X <sup>2</sup>
Diyarbakir					X <sup>2</sup>
Izmir					X <sup>2</sup>
Murs					X <sup>2</sup>
Ortakoy					X <sup>2</sup>
Sinop					X
<b>Venezuela</b>		X			
<b>West Indies</b>					
Eleuthera Island					X
Grand Bahama Island					X
Grand Turk Island					X
Mayaguana Island					X
San Salvador Island					X
St. Lucia Island					X
<b>Yemen, Republic of</b>					
Sanaa		X <sup>49</sup>			X <sup>26</sup>

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Zaire</b> (See Democratic Republic of Congo)					

**1/** For an employee authorized, and accompanied by, a dependent.

**2/** For an employee not authorized to have a dependent present.

**3/** For an area authorized a 36-month accompanied-by-dependents tour, an employee may accept a 36- or 24-month accompanied tour. All 36-month tours shall be coordinated between the gaining agency and Commander, USFK, to ensure infrastructure, services, and base support is available.

**4/** For an employee on an initial service agreement authorized, and accompanied by, a dependent.

**5/** For an employee on an initial service agreement not authorized to have a dependent present.

**6/** For an employee serving on a renewal agreement.

**7/** PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee 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. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).

**8/** USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee 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 employee's arrival date), whether or not the employee 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. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

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

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APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

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

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/site/changesjfr.cfm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
Argentina, Buenos Aires	SOUTHCOM	Miami	15 Jun 2013
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	28 Sep 2012
Bahrain, Manama	CENTCOM	Baltimore	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	15 Jun 2013
Belarus, Minsk	EUCOM	Baltimore	<b>31 Jul 2009</b>
Belize, Belmopan	SOUTHCOM	Miami	15 Jun 2013
Bolivia, La Paz	SOUTHCOM	Miami	15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	31 Oct 2011
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 2014
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

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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

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Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	31 Oct 2011
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
Malta, Valletta ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	31 Oct 2011
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	31 Oct 2011
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria			
Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
Lagos	AFRICOM	Baltimore	<b>28 Feb 2010</b>
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	*21 Jul 2013

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*Oradea ( <i>eff 22 Jul 2011</i> )	*EUCOM	*Baltimore	*21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	31 Oct 2011
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown ( <i>eff 18 Apr 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum ( <i>eff 18 April 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
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

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Uganda, Kampala	AFRICOM	Washington Dulles International Airport	27 May 2012
Ukraine, Kiev	EUCOM	Baltimore	31 Oct 2011
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	27 May 2012
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	27 May 2012

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

\*2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair between origin and 'WAS' constitutes the airfare for constructing transportation costs.